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# U S C AT SPARTANBURG

## FACULTY HANDBOOK

1976-1977



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# CALENDAR



8/76

Fall Semester, 1976

I-1

August 30-31 Monday-Tuesday	Student Orientation, Faculty Business
September 1 Wednesday	Faculty Business and work day
September 2-3 Thursday- Friday	Registration
September 7 Tuesday	Classes begin
September 13 Monday	Last day to change course schedule
October 18 Monday	Last day to drop a course without a penalty-Last day to apply for December graduation
November 2 Tuesday	Election day holiday
November 25 Thursday	Thanksgiving holiday
November 26 Friday	Thanksgiving holiday
December 14 Tuesday	Final Examinations begin
December 22 Wednesday	Final examinations end



USCS : EXAMINATION SCHEDULE, FALL SEMESTER, 1976

TIME	TUESDAY DECEMBER 14th	WEDNESDAY DECEMBER 15th	THURSDAY DECEMBER 16th	FRIDAY DECEMBER 17th
8:00--1:00PM	ALL 11:15 CLASSES MWF	ALL 8:00 CLASSES T-TH	ALL 8:00 CLASSES MWF	ALL 10:10 CLASSES MWF
1:00--4:00PM	ALL 12:30 CLASSES T-TH	ALL 2:30 CLASSES MWF	ALL 3:35 CLASSES MWF	ALL 11:00 CLASSES T-TH
6:00--9:00PM	ALL 7:15 CLASSES M	ALL 5:30 CLASSES T-TH	ALL 8:30 CLASSES T-TH	ALL 9:45 CLASSES M

TIME	MONDAY DECEMBER 20th	TUESDAY DECEMBER 21st	WEDNESDAY DECEMBER 22nd
8:00--1:00PM	ALL 9:30 CLASSES T-TH	ALL 9:05 CLASSES MWF	ALL 3:30 CLASSES T-TH
1:00--4:00PM	ALL 1:25 CLASSES MWF	ALL 2:00 CLASSES T-TH	ALL 4:40 CLASSES MWF
6:00--9:00PM	ALL 7:00 CLASSES T-TH	ALL 8:45 CLASSES M	

Times of exams for courses at hours other than those above will be announced later.





3/76

I-2

SPRING, 1976

January 5 Wednesday	Student Orientation
January 6-7 Thursday-Friday	Registration
January 14 Friday	Last day to change course schedule
February 16 Wednesday	Founders' Day
February 21 Monday	Last day to apply for May graduation-Last day to drop a course without penalty
March 28 Monday	Spring holidays begin
April 4 Monday	Spring holidays end; classes resume
April 20 Wednesday	Awards Day
April 26 Tuesday	Final Examinations begin
May 4 Wednesday	Final Examinations end
May 6 Friday	Commencement



## USCS : EXAMINATION SCHEDULE, SPRING SEMESTER, 1977

TIME	TUESDAY APRIL 26th	WEDNESDAY APRIL 27th	THURSDAY APRIL 28th	FRIDAY APRIL 29th
8:00--1:00PM	ALL 3:00 CLASSES T-TH	ALL 11:15 CLASSES MWF	ALL 8:00 CLASSES T-TH	ALL 8:00 CLASSES MWF
1:00--4:00PM	ALL 4:40 CLASSES MWF	ALL 12:30 CLASSES T-TH	ALL 2:30 CLASSES MWF	ALL 3:35 CLASSES MWF
6:00--9:00PM	ALL 5:45 CLASSES MWF	ALL 7:15 CLASSES MWF	ALL 5:30 CLASSES T-TH	ALL 8:30 CLASSES T-TH

TIME	MONDAY MAY 2nd	TUESDAY MAY 3rd	WEDNESDAY MAY 4th
8:00--1:00PM	ALL 10:10 CLASSES MWF	ALL 9:30 CLASSES S-TH	ALL 9:05 CLASSES MWF
1:00--4:00PM	ALL 11:00 CLASSES T-TH	ALL 1:25 CLASSES MWF	ALL 2:00 CLASSES S-TH
6:00--9:00PM	ALL 5:45 CLASSES MWF	ALL 7:00 CLASSES T-TH	

Times of exams for courses at hours other than those shown will be announced later.



## FIRST SUMMER SESSION, 1977

June 6 Monday	Registration
June 7 Tuesday	Classes begin
June 8 Wednesday	Last day to add a course
June 15 Wednesday	Last day to drop a course without penalty
	Last day to apply for August graduation
July 4 Monday	Independence Day Holiday
July 6 Wednesday	Final Examinations
July 7 Thursday	Final Examinations

## SECOND SUMMER SESSION, 1977

July 11 Monday	Registration
July 12 Tuesday	Classes begin
July 19 Tuesday	Last day to drop a course without penalty
	Last day to apply for August graduation
August 6 Saturday	Saturday classes meet
August 8 Monday	Final Examinations
August 9 Tuesday	Final Examinations
August 13 Saturday	Commencement





MEN'S BASKETBALL SCHEDULE  
1976-1977

November 23--Warren Wilson	Home
November 27--Baptist College	Away
November 29--Belmont Abbey	Home
December 3--Oglethorpe	Away
December 4--Berry	Away
December 6--USC-Aiken	Away
December 8--Erskine	Home
January 6-8--Presbyterian Tournament	Away
January 13--Warren Wilson	Away
January 15--Pfeiffer	Home
January 17--Erskine	Away
January 22--Berry	Home
January 24--USC-Aiken	Home
January 27--Central Wesleyan	Away
January 29 Belmont Abbey	Away
January 31 Pfeiffer	Away
February 2--Limestone	Away
February 7--Newberry	Home
February 10--Lander	Home
February 12--Central Wesleyan	Home
February 14--Limestone	Away
February 17 Newberry	Away
February 21--Presbyterian	Home
February 23--Lander	Away



WOMEN'S BASKETBALL SCHEDULE  
1976-1977

January 13--USC-Sumter	Home
January 15--Newberry	Home
January 17--Columbia	Away
January 20--Jarren Wilson	Away
January 22--Spartanburg Methodist	Home
January 24--USC-Aiken	Home
January 25-- Voorhees	Away
January 27-- Converse	Away
January 29--Sumter	Away
February 2--Benedict	Away
February 7--Columbia	Home
February 10--Lander	Home
February 12--Benedict	Home
February 15--Spartanburg Methodist	Away
February 17--Newberry	Away
February 21--Converse	Home
February 23--Lander	Away
February 25--Voorhees	Home
February 28--USC-Aiken	Away

STATE TOURNAMENT



# ORGANIZATION





## ADMINISTRATION

Vice President  
in Residence

Olin B. Sansbury  
Room A209  
Ext. 201, 202

Administrative Assistant  
Affirmative Action Officer

Marian Murph  
Room A206  
Ext. 201, 202

Director for Development  
and College Relations

Joe Gardner  
Room A205  
Ext. 203

Director for Information  
Services

Doyle Boggs  
Room R102  
Ext. 279

Athletic Director

Paul Mack  
Room HC236  
Ext. 301, 313

Coordinator, Graduate  
Regional Studies

Mack Brown  
Room A107  
Ext. 214, 215

Staff Assistant.  
Graduate Regional Studies

Betty Ebert  
Room A103  
Ext. 214, 215



Dean for Academic Affairs	Ron Eaglin Room R217 Ext. 281
Director for Admissions and Records	Eric Jolly Room HC209 Ext. 220, 221
Admissions Officer	Joan Harrell Room HC210 Ext. 247
Chief Records Clerk	Frances Hackett Room HC 208 Ext. 222
Program Analyst	Lindsay Wells Room HC207 Ext. 212
Director for Continuing Education	Bill Kissell Room R20 Ext. 287
Director for Instructional Services	Lou Hunley Room R215 Ext. 280
Director for Audio Visuals	Becky Patterson Room HC 243 Ext. 264
Director for Child Development Center	Betty Baldwin Child Development Center Ext. 318, 319
Librarian	Bob Perrin Room A231 Ext. 210, 211
Director for Bachelor of General Studies	Tony Pappas Room R207 Ext. 232, 233
Dean, School of Nursing	Ruth Moran Room HC223 Ext. 240, 241
Chairperson, Division of Business Administration	Bert Menees Room R219 Ext. 282



Chairperson, Division of  
Education, Health, and  
Physical Education

Tom Hawkins  
Room ~~R214~~ - Admin.  
Ext. 215

Chairperson (Acting), Division of  
Fine Arts, Languages,  
and Literature

John Edmunds  
Room R214  
Ext. 274

Chairperson, Division of  
Science, Engineering, and  
Mathematics

Dave Taylor  
Room A310  
Ext. 253

Chairperson, Division of Social  
And Behavioral Sciences

John Edmunds  
Room R214  
Ext. 203



Dean for Student Affairs

Tom Davis  
Room H2213  
Ext. 223, 229

Director for Financial Aid  
and Veterans Affairs

Al Gray  
Room H3214.  
Ext. 226, 227

Campus Nurse

Cathy Norman  
Room A305  
Ext. 252

Director for Counseling and  
Career Development

Tony Pappas  
Room R207  
Ext. 232, 233

Counselor

Carol Smith  
Room HC235  
Ext. 312

Counselor

Earl Gordon  
Room R207  
Ext. 232, 233

Placement Coordinator

Arthur George  
Room R206  
Ext. 232





Dean for Administration

Ted Eilenberg  
Room A110  
Ext. 230, 231

Business Manager

Bob Connelly  
Room A104  
Ext. 230, 231

Personnel Officer

Ruth Shipplet  
Room A102  
Ext. 230, 231

Bookstore

Bryant Reeves  
Room H3106  
Ext. 267

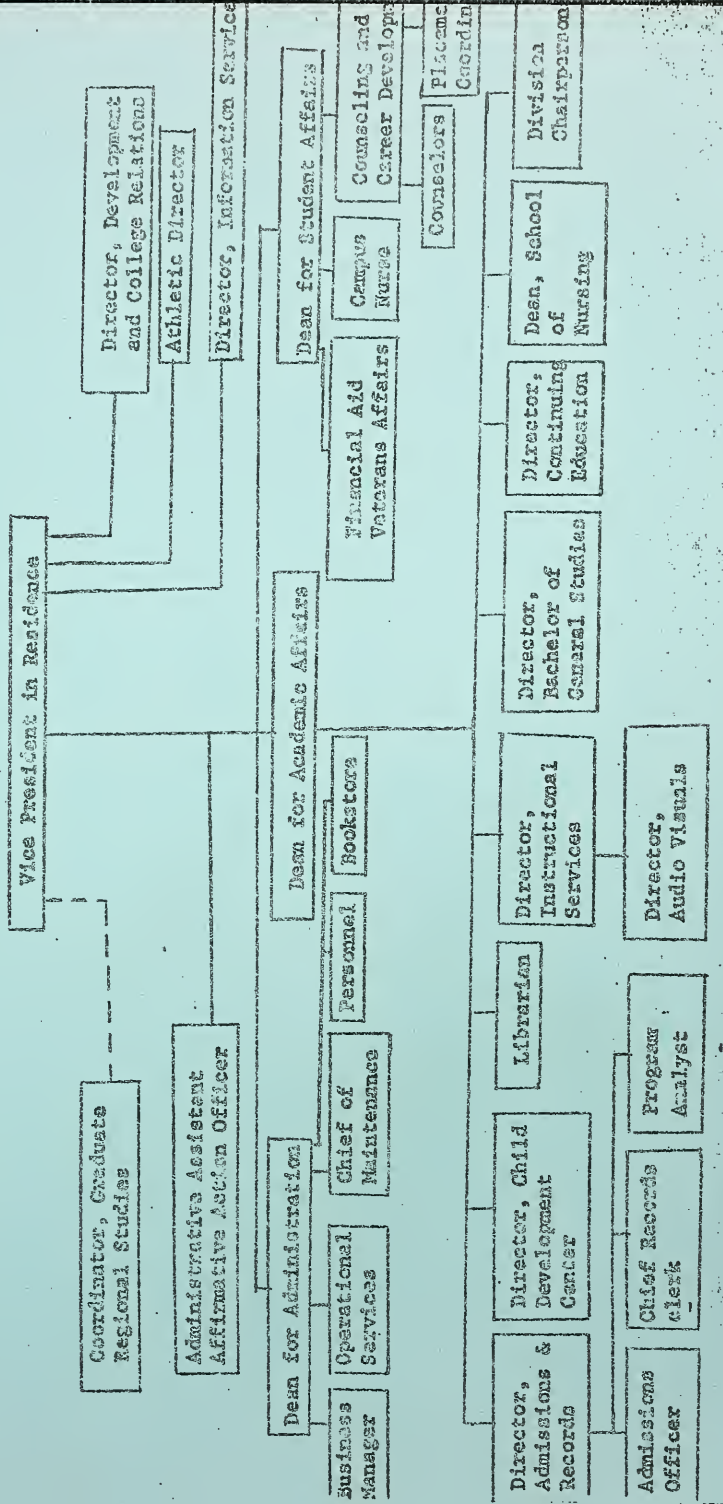
Operational Services

Mike Bruce  
Room A122  
Ext. 269

Chief of Maintenance

Rivers Hall  
Room HC Basement 1  
Ext. 239, 300







UNIVERSITY OF SOUTH CAROLINA at SPARTANBURG  
FACULTY COMMITTEE STRUCTURE  
GENERAL

Terms. --Terms of all appointed and elected members will run for two years beginning in the first full month of the academic year, unless specified otherwise. No member may at one time serve as a voting member on more than two standing Faculty committees.

Ex-officio members. --Ex-officio members are not considered to be members of a committee in so far as computing their maximum of two committee assignments is concerned. The nature of being an ex-officio member of a committee is that of an advisory capacity. The ex-officio member should make available to the committee his knowledge and expertise in the matters which the committee considers; he is not empowered with a vote, except as noted, in the decisions of the committee. He should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairman of a committee since his membership is an advisory capacity only. This provision is in accord with an ex-officio member's not having voting rights, since the chairman of a committee is normally allowed to vote in case of a tie. The Vice President is an ex-officio member of all committees and will not be listed as such separately.



Chairman. --Each committee will elect its own chairman annually during the first full month of the academic year, unless specified otherwise. The chairman will vote only in case of a tie. A faculty member may chair only one committee.

Vacancies. --Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. --All appointments to committees will be made by the Vice President.

Responsibility. --Committee chairmen will report all committee actions and recommendations in writing to the Faculty. All committee actions are advisory until confirmed by the Vice President.

Elections. --All elections will be made by majority vote of the Faculty after due notice of the election has been given.

Scope. --It is understood that the duties of committees and their constituent personnel are drawn from and limited to the Spartanburg Campus, except where noted otherwise.

Names of standing committees. --Academic Affairs, Academic Forward Planning, Academic Senate, Admissions, Athletic Advisory, Cultural Planning, Facilities Utilization and Planning, Faculty Advisory, Faculty Welfare, Library, Promotion and Tenure, Student Affairs, Student Financial Aids, University Publications Board.

Implementation. --New committees will be activated as deemed necessary and approved by the Faculty. Changes in continuing committees will be made in the month in which the terms of their members are scheduled to begin. In order to fill committees in the first year, it will be necessary to appoint and elect some members for one year terms only.





## ACADEMIC AFFAIRS

Consists of eight voting members: six faculty members, three appointed and three elected, and two students appointed annually by the Director from a list of nominations submitted by the Student Government Association. The faculty members of the committee shall be broadly representative of the academic disciplines. In alternate years the faculty members shall be selected as follows:

First year: two appointed and one elected

Second year: one appointed and two elected

Ex-officio members are the Dean for Academic Affairs, the Head Librarian, and the Coordinator for Continuing Education.

Duties. --To consider and recommend to the Faculty action on all requests for addition or deletion of courses. To review the various curricula of the Regional Campus with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty. To consider problems of students who seek relief from Regional Campus and University scholastic regulations or who feel an injustice has been done them in their academic work. To advise the Dean for Student Affairs regarding the academic aspects of orientation.



## ACADEMIC SENATES

A single delegation attends the University Senate in Columbia and the Regional Campus Faculty Senate, which meets on various

regional and branch campuses. There are five delegates to the Regional Campus Faculty Senate.\* The number of delegates to the University Senate is based on the number of full-time faculty. Since the number of delegates to the University Senate exceeds five, the additional delegates serve as alternates to the Regional Campus Faculty Senate, and are elected accordingly. The Faculty Secretary shall automatically be one member of the delegation. Other members are elected in the spring to staggered two-year terms that begin the following academic year.\*\* The delegation may choose its own chairman.

Duties --To represent USCS in the Regional Campus Faculty Senate and the University Senate and to report decisions, in writing, to the Vice President and to the Faculty where appropriate.

\*1971 Regional Campus Faculty Senate membership rule: There shall be a minimum of three senators from each regional campus. There shall be one additional senator for each 100 FTE's above 200. The total number of senators from any regional campus shall not exceed five.

\*\*One-half of the members should be elected each year. If an extra member is required, he will be elected in years divisible by two.



## ACADEMIC FORWARD PLANNING COMMITTEE

Consists of six elected faculty members, one from each division, and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs is an ex-officio member.

Duties. - To assist in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the community. The committee shall meet at least once each semester with the Vice President.



## ADMISSIONS AND PETITIONS

Consists of six voting faculty members, three appointed and three elected. In alternating years the members will be determined as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

The Admissions Officer and the Dean for Academic Affairs are ex-officio members. The Admissions Officer is to serve as committee secretary. The Committee may establish special procedures for reviewing applicants during summer terms.

Duties. --To consider Regional Campus admissions policies within University guidelines and to recommend to the Faculty and the Vice President any broad modification it may deem advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by USCS and University guidelines.





Consists of six voting members: four faculty members, two appointed and two elected, and two student members appointed annually by the Vice President from nominations submitted by the Student Government Association. One faculty member shall be appointed and one elected each year. The Athletic Director is an ex-officio member.

Duties. --To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.



Consists of seven voting members, four elected faculty members and three students. The students are appointed annually by the Vice President from nominations submitted by the Student Government Association . Two faculty members are elected each year, one to the position of vice-chairman. The vice-chairman will serve as the USCS Representative to the Arts Council of Spartanburg County. The vice-chairman assumes the chairmanship in the second year of his two-year term. Ex-officio members are the Dean for Student Affairs and the Director for Information Services.

Duties- --The committee will plan a convocations series and other cultural enrichment programs. The Dean for Student Affairs will be responsible for contractual matters, the administration and implementation of the programs, and forward all information concerning cultural programs to the chairman of the committee. The Director of Information services will publicize the programs.



## FACILITIES UTILIZATION AND PLANNING

Consists of three or more voting members:\* two elected faculty members and one student member appointed by the Vice President from nominations submitted by the Student Government Association. The faculty members shall be elected for staggered terms and may succeed themselves for one term. Additional faculty, students, or other members may be appointed by the Vice President with consent of the faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Dean for Academic Affairs and the Director of Instructional Services are ex-officio members.

Duties. --To advise the administration on the allocation of facilities--buildings and grounds--and on the planning of new facilities. Matters should be submitted to this committee through the Vice President or through the Welfare Committee.

\*The Faculty Secretary will specify the total number after consulting with the Vice President and the Division Chairpersons on the anticipated work load of the Committee for the year. The Vice President's appointments should be compatible with the anticipated tasks of the Committee during its upcoming year.



## FACULTY ADVISORY

Consists of the elected chairman of all standing faculty committees, the Faculty Secretary, the Faculty Secretary elect, and the Recording Secretary. The Dean for Academic Affairs will be an ex-officio member. It normally will meet in the interval between regular monthly Faculty meetings. The chairman will be the Faculty Secretary and the secretary will be the Recording Secretary. It is to be understood that membership on the Faculty Advisory Committee is a part of the duties of all committee chairmen and that this committee assignment does not count in computing the maximum of two committee assignments for each faculty member.

Duties. --To study and report on matters which may be referred to it by the Faculty or the Vice President or which the committee may wish to bring to the attention of the Faculty, and to recommend what action, if any, should be taken. It must present to the Faculty a slate of nominees for regular elective vacancies on committees at appropriate times, and it must present to the Vice President a similar slate of nominees for appointive vacancies on committees at appropriate times.





## FACULTY WELFARE

Consists of six voting full-time faculty members, three elected each year, without regard to academic rank. The representative (s) to the Regional Campus Faculty Senate Rights and Responsibilities Committee is an ex-officio member.

Duties. --To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

- a. Fringe benefits, rank, and salary ranges within the University system
- b. Policies regarding teaching load
- c. Conduct and professional ethics
- d. General faculty morale.

The committee hears appeals from any person dissatisfied with the decisions made regarding tenure or promotion.



## LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs, the Head Librarian and the representative(s) to the Regional Campus Faculty Senate Intra-university Services and Communications Committee are ex-officio members.

In alternating years the faculty members shall be selected as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

Duties. --To make recommendations on matters of library policy.



## PROMOTION AND TENURE

Consists of nine voting faculty members, six elected and three appointed. Terms are for three years, with two members elected and one appointed each year. Only full-time faculty members with professorial ranks are eligible for committee membership. Each academic division is to be represented, but no more than two faculty members from the same division shall serve at one time. Both regular and special elections of members of this committee shall be held in open faculty meeting with nomination from the floor. The chairman of this committee is elected in the spring.

Duties. - To establish criteria for promotion and tenure and procedures for the operation of promotion and tenure policies subject to approval by the faculty and the Board of Trustees. In accordance with approved criteria and procedures, to make recommendations regarding the granting of promotion and tenure to the chief administrative officer of the campus.



## STUDENT AFFAIRS

Consists of four elected voting faculty members broadly representative of the academic disciplines, and three voting student members. Student members are appointed annually by the Vice President from nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Body and the Dean for Student Affairs. The Dean for Student Affairs will serve as secretary of the Student Affairs Committee. He may not serve as a member of an Honor Court.

Duties. --To enforce the discipline policy of the USC-S with regard to academic infractions as well as other misconduct, and to examine the administration of discipline. To formulate recommendations concerning the allocation of disciplinary responsibilities. To consider Regional Campus policies regarding registration and orientation, and make recommendations to the Assistant Director for Student Affairs. To recommend to the Faculty, policies toward extra-curricular student activities. To make recommendations to the Vice President regarding the expenditure of student activity fees based on the recommended budgets approved by the Student Government Association.

Honor Court. --When charges are brought against a student for academic or other infractions, and Honor Court will be appointed by the Committee chairman to determine guilt. The Honor Court will consist of three faculty members and two student members of the Student Affairs committee. In appointing the Faculty members of the Court, the Chairman is not restricted to the membership of the Student Affairs committee.





The Dean for Student Affairs will sit as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area where the incident took place. The Honor Court will follow the trial procedure specified in the student handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions will be reported in writing immediately to the Dean for Student Affairs who will assign appropriate penalties as provided in the student handbook.



## UNIVERSITY PUBLICATIONS BOARD

Consists of nine voting members; five faculty members, three elected and two appointed, and four students appointed annually by the Vice President from nominations submitted by the Student Government Association. In alternating years the faculty members are selected as follows:

First year: one appointed and two elected.

Second year: one appointed and one elected.

The Dean for Student Affairs is an ex-officio member.

Duties. --To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his duties in a suitable manner. To make recommendations to the Student Government Association and the Vice President concerning budgets for USC-S publications, including salaries to be paid editors. To develop and recommend to the Vice President publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USC-S educational and extra-curricular programs.



## STUDENT FINANCIAL AIDS

Consists of six elected faculty members, broadly representative of the academic disciplines and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The financial Aids Officer is an ex-officio member.

Duties. --To recommend to the Faculty the basis on which scholarships and loans will be granted. A sub- committee composed of the faculty members of the committee shall award the scholarships and review and approve the allocation of funds awarded by the Student Financial Aids Officer. The Student Financial Aids Officer shall inform the sub-committee (prior to the awarding date) of the scholarships and other financial aids available.



## FACULTY SECRETARY

The office of Faculty Secretary shall be filled by the previous year's Faculty Secretary-elect, who shall assume his duties after the last scheduled faculty meeting of the spring semester.

Duties -- To serve as presiding officer of the faculty. The agenda will be prepared by the Faculty Secretary at least three days prior to each Faculty meeting and circulated to the faculty.

To notify Faculty members in writing of all regular and called meetings at least three days prior to the meeting days. To serve as chairman of the Faculty Advisory Committee. To conduct the Administrative Evaluation.





## FACULTY SECRETARY-ELECT

The office of Faculty Secretary-elect shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

Duties. --To assist the Faculty Secretary and to assume the duties of the Faculty Secretary in his absence. To succeed as Faculty Secretary the following year. The Faculty Secretary-elect is a member of the Faculty Advisory Committee, but serves on no other standing committees.



## RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He may be re-elected.

Duties. --To record and distribute to the members of the Faculty the written minutes of its meetings. To search the minutes of Faculty meetings and annually publish a summary of Faculty actions. To be a member of the Faculty Advisory Committee and act as its secretary.



## UNIVERSITY MARSHALL

*one line "marshall"*

The office of University Marshall shall be an elected position filled by a faculty member. He is elected for a two-year term and may be re-elected.

Duties. --To see that the ceremonial programs of USCS run smoothly, specifically to include the following:

(1) To instruct Student Marshalls in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals. (2) To make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members. (3) To lead the processional march on ceremonial occasions.



**FACULTY**





t - Tenure  
 c - Division Chairperson  
 n - New Faculty  
 l - On Leave

FACULTY

BUSINESS ADMINISTRATION AND ECONOMICS

n	Allen, Michael R.	M.P.A./C.P.A.	Georgia State U.	Asst. Prof.
	Connelly, Robert A.	M.A.	Appalachian St. U.	Instr.
	Drucker, Meyer	J.D./C.P.A.	Univ. Sou. Car.	Assoc. Prof.
	Eilenberg, Ted R.	M.B.A.	Dartmouth	Instr.
n	Gardner, Joe E., Jr.	M.B.A.	Univ. Miami	Instr.
	Glenn, David M.	M.B.A.	Univ. Sou. Car.	Instr.
	Jilling, Michael	Ph.D.	Univ. Sou. Car.	Asst. Prof.
	Jolly, Eric S.	M.A.	Ohio U.	Asst. Prof.
n	Keuthan, Charles J.	M.B.A.	Univ. Sou. Fla.	Asst. Prof.
	Kissell, William G.	M.B.A.	Geo. Wash. U.	Asst. Prof.
n	McAlhany, John W.	Ph.D.	Clemson U.	Assoc. Prof.
c	Menees, Elbert L.	Ph.D.	Univ. Sou. Car.	Asst. Prof.
n	Young, Ronald A.	M.B.A./M.D.S.	Ga. State U.	Asst. Prof.

EDUCATION, HEALTH AND PHYSICAL EDUCATION

	Baldwin, Betty M.	M.Ed.	Univ. Sou. Car.	Instr.
	Bowman, Joseph C.	M.S.	Univ. N. Mex.	Asst. Prof.
n	Crosby, Margaree	Ed.D.	Univ. Mass.	Asst. Prof.
	Davis, J. Thomas, III	M.S.	Fla. St. U.	Asst. Prof.
	Davisson, Jane L.	M.Ed.	Clemson U.	Instr.
	Eaglin, Ronald G.	Ph.D.	Univ. Utah	Assoc. Prof.

*pay - statistics*



	Franklin, Barry H.	Ph.D.	Univ. Wis.	Asst. Prof.
n	Gordon, Earl	M.Ed.	N. C. A & T U.	Instr.
c,t	Hawkins, Tom A.	Ph.D.	Univ. Neb.	Assoc. Prof.
n	Hipple, Marjorie Y.	Ed.D.	Univ. Fla.	Asst. Prof.
	Hunley, Mary Louise	Ph.D.	Univ. Sou. Car.	Asst. Prof.
n	James, Jean	M.Ed.	Univ. Sou. Car.	Instr.
	Huench, Sally	Ed.S.	Univ. Ga.	Instr.
	Mack, Paul	M.A.	West. Car. U.	Instr.
	Pappas, Anthony V.	Ph.D.	Univ. Miss.	Asst. Prof.
	Patterson, Rebekah	M.A.	Appalachian St. U.	Instr.
	Reitmeier, William A.	M.S. <i>Phy. Ed. - Health</i>	Calif. St. U.	Instr.
	Shelden, Miriam	Ph.D. <i>Phy. Ed. - Health</i>	Univ. Sou. Calif.	Asst. Prof.
n	Sloan, Linda	M.Ed. <i>Phy. Ed. - Health</i>	Univ. Sou. Car.	Instr.
	Smith, Carol B.	M.A.	Appalachian St. U.	Instr.

FINE ARTS, LANGUAGES AND LITERATURE

	Beysiegel, Kathryn H.	M.F.A.	Univ. Ga.	Instr.
1	Blalock, M. Carolyn Wynn	M.A.	Univ. Ga.	Asst. Prof.
	Colloms, Vergene	M.M.	Northwestern U.	Asst. Prof.
	Cox, James R.	M.A.	Univ. Sou. Car.	Instr.
	Crosland, Andrew T.	Ph.D.	Univ. Sou. Car.	Asst. Prof.
	Dressman, Michael R.	Ph.D.	Univ. No. Car.	Asst. Prof.
	Eaddy, Mary E.	M.A.	Univ. Sou. Car.	Instr.
n	Hipple, Theodore W.	Ph.D.	Univ. Illinois	Prof.
	Knight, Donald R.	M.A.	Univ. Tenn.	Asst. Prof.
n	Lindsay, Bryan E.	Ph.D.	Peabody Coll.	Assoc. Prof.



n	Linker, Susan M.	Ph.D.	Univ. No. Car.	Asst. Prof.
l	Moore, Nancy P.	M.A.	Univ. Tenn.	Asst. Prof.
n	Predmore, Richard L.	Ph.D.	Univ. Fla.	Asst. Prof.
t	Seko, Emanuel V.	Ph.D.	Univ. Wis.	Assoc. Prof.
	Sikes, Elizabeth A.	Ph.D.	Univ. Sou. Car.	Asst. Prof.
n	Sistrunk, Albertha	Ed.D.	Boston U.	Asst. Prof.
n	Yost, Jan	Ed.S.	Univ. Ga.	Instr.

### NURSING

	Babb, Nancy E.	M.S.	Med. Coll. Ga.	Asst. Prof.
	Bacha, Catherine H.	M.S.N.	Med. Coll. Ga.	Asst. Prof.
n	Blalock, Janice K.	B.S.	Univ. Sou. Car.	Teach. Assoc.
n	Burchell, Lynette F.	B.S.	Univ. Sou. Car.	Teach. Assoc.
	Campbell, Joan F.	B.S.	Montana St. U.	Teach. Assoc.
	Carroll, Mary C.	M.S.N.	Med. Coll. Ga.	Teach. Assoc.
	Cogdell, Cecilia H.	M.S.N.	Univ. Sou. Car.	Asst. Prof.
	Coggins, Carol R.	B.S.	Clemson U.	Teach. Assoc.
l	Dent, Susan K.	B.S.N.	Univ. Va.	Teach. Assoc.
	Hendra, Norma	M.Ed.	Furman U.	Asst. Prof.
	Hopkins, Leanne S.	B.S.	Emory U.	Teach. Assoc.
	Keller, Marjorie C.	M.S.N.	Med. Coll. Ga.	Asst. Prof.
	Ledford, Deanne	B.S.	Limestone Coll.	Teach. Assoc.
c	Moran, Ruth V.	Ed.D.	Columbia U.	Prof.
n	Patrick, Juanita W.	B.S.	Univ. Sou. Car.	Teach. Assoc.
	Quinn, Helen B.	M.S.N.	Univ. Sou. Car.	Asst. Prof.
	Sims, Glenda P.	M.S.N.	Med. Coll. Ga.	Asst. Prof.



Taylor, Mary S.	M.S.N.	Med. Coll. Ga.	Asst. Prof.
Wilmot, Carol	M.N.	Emory U.	Asst. Prof.

SCIENCE, MATHEMATICS AND ENGINEERING

<i>geology</i>	Babin, Edward C.	Ph.D.	Univ. Ga.	Asst. Prof.
<i>physics astronomy</i>	Barnes, James E.	Ph.D.	Clemson U.	Asst. Prof.
<i>geog.</i>	n Campbell, Lyle	Ph.D.	Univ. Sou. Car.	Asst. Prof.
<i>chem.</i>	Harvey, Robert L.	M.S.	Oregon St. U.	Asst. Prof.
<i>math</i>	Howard, Betty B.	M.A.T.	Converse Coll.	Teach. Assoc.
<i>math</i>	Jacobsohn, Guy	M.A.	Calif. St. U.	Asst. Prof.
<i>biology</i>	Lamoreux, Lynn	Ph.D.	Univ. Maine	Asst. Prof.
<i>math</i>	t Moore, Lawrence E.	Ph.D.	Univ. Tenn.	Assoc. Prof.
<i>biology</i>	n Newberry, Gillian	Ph.D.	Univ. Wis.	Asst. Prof.
<i>biology</i>	n Norman, Nancy K.	B.A.	Radford Coll.	Teach. Assoc.
<i>chemistry</i>	n Parris, Barry	B.S.	Univ. Sou. Car.	Teach. Assoc.
<i>math &amp; science</i>	Riddle, Faye A.	M.S.	Univ. Fla.	Instr.
<i>biology</i>	n Simpkin, Robert	Ph.D.	Univ. Md.	Asst. Prof.
<i>math</i>	Stavelly, Charles E.	M.S.	Memphis St. U.	Asst. Prof.
<i>biology</i>	t Taylor, David E.	M.A.	Appalachian St. U.	Asst. Prof.
<i>biology</i>	Turner, Jack A.	Ph.D.	Univ. Okla.	Asst. Prof.
<i>math</i>	t Ulmer, Millard B.	Ph.D.	Univ. Ala.	Assoc. Prof.

SOCIAL AND BEHAVIORAL SCIENCES

Allen, James T.	Ph.D.	Univ. Ga.	Asst. Prof.
Boggs, Doyle W.	M.A.	Univ. Sou. Car.	Instr.
Brown, James	Ph.D.	(A.P. specialist)	





n Davis, Melvin *prof.* M.S. Univ. Sou. Car. Instr.  
 n Donnelly, Brian E. M.A. *pol. sci.* Univ. Neb. Instr.  
 c, t. Edmunds, John B. Jr. Ph.D. *histy* Univ. Sou. Car. Prof.  
 t Henderson, Alice Ph.D. *histy, new studies* Univ. Mich. Assoc. Prof.  
 t Henderson, Conway W. Ph.D. *pol. sci.* Univ. Iowa Assoc. Prof.  
 Holcombe, Lee Ph.D. *histy* Columbia U. Asst. Prof.  
~~Gursh, Linda L.~~ M.A. *prof.* Univ. Sou. Car. Instr.  
 t Lehman, Jerry D. Ed.D. *prof.* Univ. Tenn. Assoc. Prof.  
 Mapley, Gordon E. Ph.D. *prof.* Wayne St. U. Asst. Prof.  
 Noll, Vernon L. Ph.D. *soc.* Indiana U. Asst. Prof.  
 Romine, Ronald H. M.A./M.P.A. *pol. sci.* Univ. Sou. Car. Instr.  
 Sansbury, Olin B. Ph.D. *pol. sci.* Univ. Sou. Car. Asst. Prof.  
 t Sloan, James P. M.A. *pol. sci.* Tulane U. *Chase & Seid. & HS. relation* Asst. Prof.  
 Wenz, Friedrich B. Ph.D. *soc.* Wayne St. U. Asst. Prof.

(as big as snake - very young, very old, thin again)

### LIBRARY

Burnie, Valerie A. M.S.L.S. Fla. St. U. Reference Libr.  
 Horton, Stanley W. M.Lib. Univ. Wash. Catalogue Libr.  
 Perrin, Robert A. M.Lib. Univ. Wash. Library Director



\* Name omitted. See last page.

STAFF

<u>Name</u>	<u>Position</u>	<u>Home Address</u>	<u>Phone</u>
Bailey, Anne S.	Library Technical Asst. (210)	Rt. 1, Enoree 29335	969-3805
Bailey, Sammy	Secretary/ CDC (318)	2075 E. Main St. 29379	585-7233
Blackwood, Pam	Secr. Ath. Dept. (301)	308 Inman Rd. Lyman 29365	439-6515
Bradley, Jane P.	Secretary/Audio Visuals (204)	Rt. 1, Box 322-B Lyman, 29365	877-0745
Butler, Joyce	Secr./Business Office (230)	241 Brookwood Terrace 29302	583-7549
Carter, Ann	Secr./Financial Aid (226)	Rt. 1, Blackberry Valley Rd, Greenville	246-0678
Clowney, Mary	Media Technician (0)	240 Tryon St. 29302	573-7540
Conard, Beth	Secr./Admissions & Records (246)	Rt. 8, Fain Dr. 29302	578-6655
Dickerson, Gail	Secr./Administrative Offices (200)	708 Moltfield Terrace 29303	583-7446
Ebert, Betty	Staff Asst./Grad. Ed. (214)	112 Pineville Rd. 29302	585-2346
Frigon, Deborah	Clerk/Bookstore (267)	7212 Jennings St. 29303	
Gaither, Gwen	Library Circ. Asst. (210)	744 Wofford St. 29301	585-6321



George, Arthur	Career Counselor (233)	253 High St. 29301	
Gilmore, Elaine	Secr./Academic Dean (280)	445 Granada Dr. 29303	585-1307
Gilmore, Susan	Secr./Social & Behav. Sci.--Finan. Aid / (226) veterans Coord (283)	1252 Boiling Sprs. Rd. 29303	583-5587
Gray, Albert	Financial Aid/ Veterans Coord. (226)	204 Lakeside Dr. 29302	585-0705
Hackett, Frances J.	Rec. Clerk (222)	652 Blue Ridge 29303	592-5089
Harrell, Joan	Admissions Officer (246)	204 Lakeside Dr. 29302	585-0705
Hawley, Marilyn	Switchboard Operator (0)	20 Pond St. 29303	583-5574
Hicks, Linda	Secr./Business Admin. (282)	Rt. 6, Northgate Estates 29302	578-1792
Hunter, Luberta	Secretary/Adminiss. & Records (246)	Rt. 1, Box 857 Cowpens 29330	463-6196
Marlow, Darlene	Secr./Admiss. & Records (246)	Rt. 3, Inman Box 397 29349	472-2502
Morgan, Sylvia	Secr./Admiss. & Records (246)	P.O. Box 455 Campobello 29322	457-4639
Murph, F. Marian	Admin. Assistant (200)	P. O. Box 685 White Stone 29302	474-2907
Koob, Janella	Secr./Info. Svcs. (279)	160 Advent St. #2 29302	583-2971
Owens, Elizabeth	Secr./Cont. Ed. (280)	2F St. Inman 29349	-----

\*



Reeves, Eryant	Bookstore Manager (247)	Rt. 1, Box 445 Inman 29349	578-6563
Rowe, Peggy	Secr./Student Affairs (228)	192 Park St. Greenville	235-1992
Hall, Rivers	Chief of Maintenance (300)	120 Pine Grove Manor 29302	583-0168
Sanders, Malcolm	Secr./Instr. Svcs. (260)	Spartan Villa Apt. 1E 29203	583-2223
Sherbert, Jackie	Secr./Science, Math & Engin. (253)	Rt. 2, Box 500 Campobello 29322	472-2402
Shiplett, Ruth T.	Personnel Officer (230)	111E. Victoria Rd. 29302	583-2393
Stevens, Betty	Secr./Business Office (230)	Rt. 4, Box 379 29302	585-6970
Ulmer, Sandra	Secr./Counseling & Placement (232)	Rt. 3, Box 114 Inman 29349	472-6071
Waldrop, Paula	Secr./Nursing Div. (240)	Rt. 6, Box 41 Inman 29349	472-8494
Wells, Lindsay	Programmer Analyst	Rt. 10, Box 28 A 29303	578-0858
Worth, Gretchen	Secr./Undergrad. Ed.	265 Conn. Ave. (216) 29303	582-5308
Yarborough, Ailene	Secr./Grad. Ed. (215)	Rt. 2, Roebuck 29376	





Bruce, Michael	Security (269)	Box 99, Rt. 1, Roebuck	576-5693
Coleman, Kathy	Secr./Admiss. (246)	Rt. 6, Rosecrest Rd. 29303	578-6696
Dill, Dolly	Secr./Nurs. (305)	12D Spartan Villa Apts. 29302	583-2039
Finley, Bryant	Security (269)	Box 328 Pacolet 29372	474-3055
McArthur, Jares	Custodial (239)	Rt. 4, 29302	583-0669



# GRADUATE REGIONAL STUDIES-Education

Brown, Carl	105 Fernbrook Circ. 29302	A106 (238)	582-3989
Brown, Mac	#87 Foxfire Apts. 501 501 Camelot Dr. 29301	A107 (214)	574-1832
Metger, Bob	268 Connecticut Ave. 29302	A121 (270)	582-7750
Sanders, W.E.	Rt. 2, Box 322 Inman, 29349	A123B (213)	578-2418
Stirzaker, Norbert	527 Royal Oak Dr. 29302	A105 (237)	582-8475

## CHILD DEVELOPMENT CENTER

Fisher, Cheryl	Rt. 1, Box 106 Taylors 29687	CDC (318)	877-4883
Glover, Carol	117 Winfield Dr. #6, 29302	CDC (318)	579-1323
Hall, Pat	122 Fernbrook Circ. 29302	CDC (318)	585-4186



## GRADUATE REGIONAL STUDIES- EDUCATION

Mac Brown	Ph. D.	Univ. Georgia	Coordinator
Carl F. Brown	Ph. D.	Peabody Coll.	Visiting Prof.
Robert E. Metger	Ph. D.	Univ. Sou. Car.	Asst. Prof.
W.E. Sanders	Ph.D.	Univ. Sou. Car.	Asst. Prof.
N.A. Stirzaker	Ph.D.	Univ. Miss.	Assoc. Prof.
Betty Ebert	Staff Assistant		
Ailene Yarborough	Secretary		



# PROCEDURES





## REGISTRATION

A notice is sent annually to each faculty member from the Dean for Academic Affairs giving the date on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Division chairpersons notify faculty members of their specific duties at registration.

## GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore if necessary.



## MEETINGS

Classes are not scheduled for the noon hour on Monday, Wednesday, and Friday. This time is set aside for meetings and other functions. Faculty business meetings are held regularly on the second Wednesday of each month. Administrative staff meetings are held each Monday morning in the Administration Building. Faculty committee meetings are called by the chairman. These meetings are frequently called for the noon hour on Mondays, Wednesdays, or Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. The chairmen attempt, insofar as possible, to arrange times convenient for all members. Attendance at committee meetings, faculty business meetings, and other meetings such as those of a division or a school is a prime responsibility of every faculty member.

## PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the university. Funds are available in each division for travel for faculty members in that division who are interested in attending such meetings. The division chairman can supply the faculty member with full information regarding the funds available for such purposes.



## OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. Each faculty members should submit a copy of his schedule to his Division Chairperson.

## TARDINESS-ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the university. However, should an emergency delay any instructor from meeting class at the appointed hour, it has been generally agreed that the students are under the obligation of waiting at least ten minutes past the scheduled class time.

In the case of illness or other emergency necessitating absence from class, the faculty member should notify the Division Chairperson immediately so that arrangements can be made for the class. Division Chairpersons are also charged with filing monthly attendance reports for their faculty with the Business Office.



## VISITING SPEAKERS

Any special convocations or other assemblies outside regular class meetings and involving off-campus speakers must have the approval of the Vice President prior to the invitation of speakers or performers. Normally the recommendation should be submitted by the faculty member at least two weeks in advance of the desired date to allow time for reviewing the merits of the request and for scheduling on the university calendar. Nothing is official until the event has been cleared and added to the calendar in the Office of Student Affairs. After the event has been scheduled, the Dean for Student Affairs and the Director for Information Services will assume responsibility for appropriate promotion and publicity.

## EMERGENCY PROCEDURE

In case of accident or injury on campus, faculty members are asked to notify the Student Affairs Office or the Switchboard Operator.





## GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University of South Carolina at Spartanburg schedule and related activities, all plans for graduate study must be presented each semester to the Division Chairman, who will submit his recommendation to the Dean for Academic Affairs for approval. Final approval rests with the Vice President.

## STUDENTS' RIGHT OF PRIVACY REGARDING GRADES

Faculty members must not post, as public information on bulletin boards, office doors, or elsewhere, any grade (daily quiz, hour quiz, mid-term grade, final examination, or semester grade ) of any student by name. Such practices, including associating a student's grades with his initials, have been determined by the courts to constitute an invasion of privacy. Class grades may be posted properly when the grade of an individual student on the list is associated with his social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.



Academic Advisement

The Dean for Student Affairs is responsible for the academic advisement program. The following procedures are presently being used:

- (1) Entering students are assigned academic advisors by the Dean for Student Affairs based on their area of interest. Transfers are assigned to the Division Chairperson for the evaluation of credits.
- (2) When the student makes a definite decision on a major he will be reassigned to an advisor in that area.
- (3) Students may be reassigned at other times upon their request.
- (4) Division Chairpersons are asked, in consultation with the Dean for Student Affairs, to designate major advisors for each major within their divisions. Other faculty members will be used to advise undecided students.
- (5) Division Chairpersons will be responsible for maintaining records of students majoring in their area. If a student changes his major this file will be transmitted to the Student Affairs Office for reassignment. Files of undecided students will be maintained by the Student Affairs Office.
- (6) Advisors for students in the Bachelor of General Studies program will be selected by Dr. Tony Pappas. He will maintain all files on these students.
- (7) Faculty members advising new students will be provided with an Advisor's Summary Sheet (see "Sample Forms") to help in advising each student. This sheet should be returned to the Student Affairs Office after advisement.

Academic Discipline

The Student Affairs Committee handles infractions of academic discipline in the following manner:

- (1) The chairman is notified of the alleged infraction by a student or faculty member. An Honor Court consisting of three faculty members and two students is appointed by the chairman.
- (2) All evidence, such as tests, papers, and names of witnesses should be given to the chairman with a written statement explaining the alleged infraction. A faculty member should not confront student and attempt to get a confession.



Academic Discipline

- (4) The "Code of Student Academic Responsibility" that is given to students is to be found in "The Odds and Ends Catalog," page 25.
- (5) Questions regarding infractions and procedures should be referred to the Dean for Student Affairs.

Master Calendar

A master calendar is maintained by the Student Affairs Office. All faculty, staff, and student organizations should contact the Student Affairs Office to place activities on the calendar as far in advance as possible.

Personnel Information

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

New Courses

Faculty requests to have a new course approved for addition to the catalogue go first to the Division Chairman. The Division Chairperson is responsible for completing the necessary form (see "Sample Forms") and submitting the request to the Academic Affairs Committee. If the committee approves, the request is then submitted to the entire faculty for consideration. No course is to be entered on the schedule without being presented to the faculty.



Independent Study Courses

No student will be allowed to register for Independent Study unless he has completed the form "Application for Course Offered as Independent Study" (see "Sample Forms"). Any student desiring to take an Independent Study course should pick up this form in a Division Chairperson's office, have it completed by the Instructor he is working under, and have all requested signatures on the form completed. The student should then bring the form for approval to the office of the Director for Admissions and Records, at which time he will be given a copy to bring to registration.

Withdrawal of Veterans from a Class

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the USCS Veterans Affairs Office asks that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance/pursuit by using any one or a combination of the following four methods:

- 1) last activity (including attendance) reflected in the instructor's records
- 2) last papers submitted
- 3) last examination completed
- 4) student's reasonable statement of last date of attendance





Federal Grant Seeking

Those persons seeking funding from federal sources will need to parallel the following steps:

1. Formulate the idea in writing on 1 or 2 pages.
2. Obtain the support of your division chairperson and other persons who would share responsibility for implementing your idea.
3. File an A-25 form (From Instructional Services Office-R215) with Appalachian Regional Council Clearinghouse or with George Oliver, Grants Office, University of South Carolina, Columbia, S. C.
4. Determine which guidelines best suit your idea by checking:
  - (1) Compendium of Regulations for All Programs Administered by the Bureau of Post Secondary Education (See Instructional Services Office or Library)
  - (2) Existing guidelines
  - (3) Calling funding agency and discussing matter with them
  - (4) Preliminary discussions with Lou Hunley, (Instructional Services) and George Oliver (Columbia)
5. Check the Grants Calendar in the Instructional Services Office for deadlines and availability of guidelines.
6. Clear the first draft including the budget with Dr. Lou Hunley, Dr. Ron Englin, and Dr. Olin Sansbury.
7. Submit a preliminary copy to the U.S.C. Grants Office in Columbia two weeks before the deadline date. The budget and the abstract are the key components.
8. At present Dr. B. A. Dactwyler, Vice President of Finance, U.S. C., signs proposals for the University system.

The Instructional Services Office has the responsibility to plan efforts so that proposals are coordinated and add to the framework of academic planning. The office will assist faculty in getting the proposal written, typed and supported. The library has a reference shelf on funding which you may wish to investigate,

You may wish to discuss your ideas before taking any of the above steps. Please contact Dr. Lou Hunley or leave a message with Mrs. Elaine Gilmore (Ext. 280, 281).



## GRADE REPORTING

Class rolls will be placed in faculty boxes as soon as received from the Columbia campus. Corrections must be returned to the Records Office on the forms provided. Grade sheets will be placed in the faculty boxes as soon as possible after mid-term (for grades of S and U) and prior to exams. Grade sheets are to be hand-carried to the Records Office (not sent through the mail). Computer deadlines require that all grades be submitted to the Records Office at the time and date designated for each semester. Records personnel are responsible for hand-carrying all grade sheets to Columbia in time to meet these deadlines.

In the event a student withdraws completely from the University after the penalty date, a card will be sent to the faculty member to determine if the student has earned W or WF. These cards are to be submitted to the Records Office for processing.

Should it be necessary to change a grade due to error, this change should be reported to the Records Office. Ultimately, such requests for grade changes are presented for faculty action. However, the grade of "I" may be changed to a letter grade by use of the change of grade Form available in the Records Office for processing.



### The Records

Student files are kept in the Records Office and may be used by instructors. However, the files may not be taken from the office area. Also, certain forms for use by students are kept in the Records Office:

Drop-Add-Extra Course Forms--for use by students dropping or adding courses prior to the final date shown on the University Calendar and by students desiring to take eighteen hours (3.0 GPR in previous semester and permission of the Dean for Academic Affairs required)--requires the signatures of instructor and faculty advisor.

Advance Standing Forms--for use by students placed in higher level courses while exempting courses at a lower level--allows students to receive hour credit for courses exempted provided their performance was "C" or better in advanced work.

Validation Forms--for use by students to validate courses by examination



**SERVICES**





## LIBRARY

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the school. In order to charge interlibrary loans, the faculty member must have a "Request for Direct Expenditure" form signed by Bob Connelly in the business office and by the division chairman. This form must be given to the reference librarian at the time the inter-library loan is requested. Forms are available in division offices and in the business office. For any other information about interlibrary loans, call the library.

The librarians provide programs for using the library efficiently. If faculty members want to use this service for their classes, they should call the library to make appointments. Programs are held in the library.

For students' convenience, required reading for courses may be put on reserve in the library. Faculty members must fill out a Reserve Request form (see example in "Sample Forms") for each class, each semester, listing the items that are to be on reserve. Please allow one week for the library to process any materials you want on reserve. Policies for reserve materials are:

Overnight, twenty-four hour, three-day, seven-day, and library use only are the kinds of reserve available.

Photocopies of articles in the USCS library are charged to the departmental budget.

All items remain on reserve until the end of the term when they are automatically removed unless the faculty member notifies the library earlier that an item is no longer needed.

Periodicals and reference works owned by the USCS library will not be put on reserve.

Any work owned by another library will not be put on reserve.

Personal copies of books on reserve should have the owner's name in ink in a conspicuous place.

Titles of personal copies which are needed again and again for reserve should be submitted to the library for purchase.



## CHILD DEVELOPMENT CENTER

Day care services are available at the Child Development Center, located on the campus. The hours are from 7:00 a.m. to 6:00 p.m. Children who are three, four, or five years of age have the opportunity to be involved in a total learning experience.

The center's purpose is to help each child develop cognitively, emotionally, socially and physically. Weekly field trips and resource people help give the children a better understanding of the world around them. A staff of certified teachers, senior citizens, volunteers and students strives to meet individual needs of the children.

Breakfast and lunch are served to the child as well as two supplemented snacks which meet USDA requirements. Transportation is available. The cost is \$27.00 per week. Visitors are welcome.

## TEST SCORER

A mechanical test scorer for correcting the multiple choice type of test is located in the main office, room A-204. Its operation can be explained by Jane Bradley, in that office. The printed answer sheets that must be used with the scorer include space for answers to 100 questions, each with five choices. The answer sheets are available in the main office and from some division secretaries.



## TRAVELING ROAD SHOWS

Tony Pappas, Director for Counseling and Career Development, offers "Traveling Road Shows" for presentation in class, either as a change of pace or if a faculty member has to miss a class. The list that follows is presentations already prepared, which can be given on short notice. If a new presentation is desired, a minimum of two weeks notice is needed.

What Else Can I do With a Major in \_\_\_\_\_?  
Psychology                      Physical Education  
Political Science              Sociology  
Sciences                        Education

The Career Development Center - Goals, Functions, Staff, and Services  
to Faculty and Students

How to Interview a Prospective Employer

How to Fill in an Employment Application

Values Clarification Exercise

Group Career Exploration in One Hour

How to Set Up a Placement File (For Seniors)

Career Education and the New Curriculum

The World of Work

I can be Anything (Film and Discussion)

Assertiveness Training - One Hour Introduction

Group Administering of Tests and Inventories

Self-directed Search  
Edwards Personal Preference Scale  
Allport Study of Values

Time Management for the College Student

Submit requests with date required, course title, number of students per class, time of class, location, name, and telephone number.



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## LANGUAGE LABORATORY

The language laboratory is used by the faculties of language and music on a regular basis, and periodically by English and continuing education faculty. Regular language use of the laboratory is during the hours published for labs in the class schedule. It is operated during those hours by student assistants, who are responsible to Dr. Susan Linker. Anyone wishing to use the lab during hours that do not conflict with regularly scheduled instruction should contact Dr. Linker.

## ORDERING OF FILMS

All film rental orders are handled through the audiovisual department. Film Request Forms (see "Sample Forms") are available from Becky Patterson HC-243, Jane Bradley A-202, and Division Secretaries. Forms should be returned to Jane Bradley, who will do the ordering.

Films are available from many sources. The major collection of catalogues will be found in HC-243, with some duplicate catalogues in A-202 and at the Rodeway.





Readability Evaluation of Textbooks

Faculty members may request a readability evaluation of their textbooks or of new adoptions under consideration. The evaluation determines the reading level appropriate for the text, given as a class level (e.g. tenth grade reading level, thirteenth grade/ or freshman reading level). Requests should be made to Jane Davisson, Room A-216, ext. 260.

Study Skills Programs

One- and two-day classroom programs may be requested by faculty members for their individual classes on:

- "How to Study"
- "Friend or Enemy--Tests"
- "There are Only 24 Hours in a Day"
- "How to Memorize"
- "Underlining or Outlining?"

Requests should be made to Jane Davisson, Director of the Tutoring Lab, Ext. 260.



### Campus Nurse

The Campus Nurse, Ms. Kathy Norman, is located in room A-305, Extension 252 for the provision of first aid. She also teaches labs and will not be available at all times. If there is no answer at her extension, contact the Student Affairs Office.

### Natural Area

A natural area, including nature trail, outdoor classroom and picnic area, was developed by the Student Government Association in 1975. It is located in the area of the Child Development Center. Reservations for the outdoor classroom are handled by the Student Affairs Office, Ext. 228, 229. Anyone wishing to modify the area in any way should seek the approval of the Facilities Planning and Utilization Committee, which will establish guidelines for use of the area.

### Division Secretaries

Each division has a secretary to aid the faculty members of the division in completing their job-related tasks. Division Chairpersons establish their secretary's responsibilities and the procedures to be followed by division members. Normally, a major responsibility of division secretaries is the typing and preparation of tests and syllabi. All travel vouchers, purchase orders, and requests for supplies are to be handled through division secretaries.



TUTORING LAB

The Tutoring Lab is open to all students at the University. The Lab is staffed by assistants and work-study students who have been oriented to Lab procedures and policies. These staff members have had intensive in-service training to develop competent study skill techniques, to aid students who visit the Tutoring Lab, and to develop communicative skills in order to recognize primary student needs.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the University to meet the needs of all students at the University.

The following areas are represented in the Tutoring Lab:

1. English
2. Mathematics
3. Social Sciences
4. Study Skills for ALL disciplines

The Tutoring Lab hours are as shown on the schedule, 11:00 a.m. to 1:30 p.m. Monday through Friday. However, special times may be agreed upon by the tutor and individual students. Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of the course.

The following forms (see "Sample Forms") will be used by the Tutoring Lab and faculty members in order to facilitate achievement of Lab goals:

1. Instructor's Lab Referral Sheet. This form should be used to refer a student to the Lab. The more complete and specific the information provided by the faculty member, the better prepared the Lab staff will be to aid the student.
2. Lab Acknowledgment of Student Referral. This form is simply a means of letting the faculty member know that the student referred to the Lab has reported to the Lab and requested assistance.



3. Tutoring Lab Evaluation of Student. This form provides the referring professor with information concerning competencies gained by the student.
4. Instructor's Feedback Sheet. This form provides the Lab with feedback from the professors concerning Lab procedures and an evaluation of the student's development.

### CAREER PLANNING AND PLACEMENT SERVICES

Career planning and placement services are provided by the Director for Counseling and Career Development and the Placement Counselor. A Career Development Center houses a career information library, a placement office and an office for the director.

The center offers two types of programs: (1) Career Planning and Development and (2) Placement. Included in Career Planning and Development are such services as individual and group counseling, self-awareness programs and career exploration. Tests are administered as needed to determine student's interests and abilities. Presentations are made to students through the academic departments about career opportunities.

The placement program has as its primary purpose placing students in part-time and full-time jobs. Job listings are posted on campus and the chairmen of the academic divisions are notified of opportunities available to students in their fields.

Workshops are conducted throughout the year to provide assistance in filling out applications, writing resumes, and interviewing. The program is affiliated with the College Placement Council on both the national and regional level. The center also has information on some summer jobs for faculty.





## AUDIOVISUAL SERVICES

Audiovisuals is a service department for all faculty. Most services originate from the Director's office, HC243. The department is staffed by Becky Patterson, Director; Jane Bradley, Secretary; and various student assistants.

Services offered include:

Consultation on how media can be implemented in the classroom, i.e. which resources are best for specific needs; how to strengthen student retention with visuals; how to use resources as integral parts of teaching.

Assistance and/or consultation in preparing learning packages for specialized uses.

Catalogs for selection of films, tapes, etc. to be rented or purchased.

Demonstration on use and operation of equipment.  
Available equipment:

16mm projector	phonograph
8mm loop projector	filmstrip projector
8mm standard/super projector	sound/filmstrip projector
reel to reel audio tape recorder	35mm slide projector
cassette audio tape recorder	(Kodak carousel)
cassette audio tape player	Latern slide projector
overhead projector	reel to reel B&W video tape
opaque projector	recorder with camera
portable reel to reel B&W video	3 1/2" color cassette video
tape recorder with camera	recorder--no color camera

The following types of audiovisual production are available on request:

dry mounting	sign-making
35mm slides	darkroom services
-lettering (titles, tables, graphs, etc.)	-B&W prints
-copy work	-color slides
-duplicating	8mm filming
-dizao	video taping
overhead transparencies	audio tape duplicating
-thermal	general graphics
-dizao	laminating
-color lift	



# **SAMPLE FORMS**



USC - SPARTANBURG REGIONAL CAMPUS  
MOTOR VEHICLE RESERVATION FORM

PLEASE FILL OUT ALL INFORMATION ON THIS FORM  
AND RETURN TO THE BUSINESS OFFICE AS SOON AS POSSIBLE

Type of Vehicle: ( ) Station Wagon ( ) Bus (Maxi-Van) ( ) Sedan

Requested By \_\_\_\_\_ Department \_\_\_\_\_

Date Required \_\_\_\_\_ Time Required \_\_\_\_\_

Date to be Returned \_\_\_\_\_ Time to be Returned \_\_\_\_\_

Destination \_\_\_\_\_

Name of Drivers \_\_\_\_\_

Does Driver Possess Valid S. C. Driver's License? \_\_\_\_\_

Number of Passengers \_\_\_\_\_

OFFICE USE ONLY

Status \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

DATE

Left \_\_\_\_\_ Returned \_\_\_\_\_

TIME

Out \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. In \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

MILEAGE

Before      -      After      -     

CHARGES

AMOUNT

TOTAL

\$

### MOTOR VEHICLE RESERVATION

This form should be filled in and sent to the business office well in advance of the planned travel in order to reserve a car or van. The business office will send notification of the approval or denial of the request.

Use of the vehicle will normally be charged to the division travel budget, and should have the approval of the Division Chairperson. If use should be charged to another budget, the business office should be so informed.

A credit card is issued with each vehicle. Save any credit card receipts and turn them in to the business office with the card and keys upon returning.

[illegible][illegible]

THANK YOU SO MUCH

Stammes der Götter

நெல்லை மாவட்டம்

# STREET LIGHT

[illegible]

உயிர்ப்புலன்கள் (உலகம் காண்பது)

卷之四

### TRAVEL REQUEST

Travel requests must receive prior approval by the Division Chairperson, and be filed with the division secretary before the trip. The division secretary will submit the form to the business office. The bottom half of the form is to be filled in upon completion of travel.



UNIVERSITY OF SOUTH CAROLINA  
AT SPARTANBURG  
OFFICE SUPPLIES REQUEST

DATE

DIVISION

SECRETARY'S SIGNATURE

Bates list finder  
Book class roll  
Cards, index plain  
Cards, index ruled  
Cleaner  
Clips, gem  
Dispenser, scotch tape  
Tape (specify)  
Envelopes (specify)  
Folders (specify)  
Kleenex  
Kerotype  
Liquid, white out  
Marker, magic (specify)  
Opener, letter  
Pad (specify)  
Paper (specify)  
Paper, carbon  
Pens, ballpoint (specify color)  
Pencils  
Pencil sharpener  
Pens, felt tip (specify)  
Remover, staples  
Ribbons, recorder number  
Rubber bands  
Stapler, Swingline  
Staples  
Stencils (specify)  
Pendaflex (specify)  
Others

# OFFICE SUPPLIES REQUEST

Requests for office supplies should be submitted to Division Secretaries, who are only able to get supplies at certain specific times during the week.

Supplies available in the bookstore may also be ordered on this form through Division Secretaries.

## Regulation Department

Date \_\_\_\_\_

Deuts: Neechi

Business Mgr.

1. This form is to be used for all direct expenditures, (i.e., local purchases of office supplies, food supplies, educational supplies for emergency needs, maintenance supplies, luncheons and motel accommodations for special guests and lecturers.
2. All expenditures must be approved in advance by both the Department Head and the Business Manager.
3. Submit request, with all packing or receiving slips attached, to the Business Office not later than the next working day.
4. Vendor must be notified to send invoices to - Business Office  
USC-Spartanburg  
Spartanburg, S. C. 2

# REQUEST FOR DIRECT EXPENDITURE

This form is virtually obsolete. (See comments on the "Request for Purchase" form on the previous page.)

## UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

# REQUEST FOR PURCHASE

IS A SUPPLIER

REQUESTING DEPARTMENT

DATE \_\_\_\_\_

APPROVAL  
INITIATED BY

DEPT. MEAD

BUSINESS OFFICE USE ONLY

AGENCY	FUND	CLASS

[illegible][illegible]

## REQUEST FOR PURCHASE

This form is to be completed and submitted by the Division Secretary. It requires the signature of the Division Chairperson.

It is important that all requests be submitted well in advance of actual need of the items, since processing in Columbia usually requires two weeks. On major purchases, such as equipment and furniture, the entire process can take twelve weeks or longer, since these items must be put out for competitive bid.

Whereas in the past some items could be purchased by a Direct Expenditure Voucher, virtually all items must now be handled by a formal purchase order--to comply with new state purchasing policies. This includes such items as rentals, supplies, hiring of consultants, dues, services. These must now be handled by a purchase order and must be submitted well in advance.

No one, faculty or chairperson, should make any commitment to any supplier. Only the purchasing department in Columbia is permitted to make an actual commitment to purchase.

EXAMINATION COPY  
REQUEST FORM

DATE \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

Gentlemen:

I would like an examination copy of the following book(s) \_\_\_\_\_

for possible adoption as a required text in my course \_\_\_\_\_

The course beings \_\_\_\_\_ and will have an approximate enrollment of \_\_\_\_\_ students.

I have not previously received a sample or desk copy of this book. Please send one.

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

COLLEGE \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

ZIP \_\_\_\_\_





**DESK COPY REQUEST FORM**

(See notes at bottom)

(Rev. November 1972)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date \_\_\_\_\_

To: \_\_\_\_\_  
(Publisher)\_\_\_\_\_  
(Street)\_\_\_\_\_  
(City, State, Zip Code)Your book \_\_\_\_\_  
(Specify author, complete title, and edition)

Publishers Book Number \_\_\_\_\_

has been adopted as a \_\_\_\_\_ required \_\_\_\_\_ recommended text in my course \_\_\_\_\_

\_\_\_\_\_  
(Course number and Title)My order for \_\_\_\_\_ copies of this  
(Number)text was placed with \_\_\_\_\_  
(Name of Bookstore)On \_\_\_\_\_, I have not previously received a desk\* or complimentary\* copy of this  
(Date)  
text.

Name \_\_\_\_\_ Rank \_\_\_\_\_

Department \_\_\_\_\_

School \_\_\_\_\_

Street Address \_\_\_\_\_

City &amp; State \_\_\_\_\_

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

\* Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.

\* Complimentary Copy - A book sent to a faculty member for consideration for adoption.

\* On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

\* Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.



Instructor Feedback Sheet

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Student: \_\_\_\_\_

Comments on Lab procedure and student improvement by the Instructor:

Return to: Malcolm Sanders  
Tutoring Lab Coordinator  
Room A-216



TUTORING LAB EVALUATION OF STUDENT

Attention: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Reason for Lab Visit:

☐ Teacher-referral

☐ Self-referral

Tutor's comments (proof of competency):

Tutor's signature: \_\_\_\_\_



LAB ACKNOWLEDGMENT OF STUDENT REFERRAL

Date \_\_\_\_\_

From: Malcolm Sanders, Tutoring Lab Coordinator

To: \_\_\_\_\_

Re: \_\_\_\_\_

This is to acknowledge that the above student reported to the Tutoring Lab on \_\_\_\_\_ for the purpose(s) stated in your referral. A follow-up report will be submitted to you upon completion of our lab work.





INSTRUCTOR'S LAB REFERRAL SHEET

Instructor's Name: \_\_\_\_\_ Office Room No. \_\_\_\_\_

Course Taught: \_\_\_\_\_ Telephone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the following:

1. Why have you suggested the student visit the Lab?
2. List student's specific needs.
3. How often are you requiring the student to visit the Lab?
4. What specific date should the student begin visiting the Lab?

After receipt of this form referring a student to the Lab, I will  
notify you when the student begins his Lab work.

Return this form to: Malcolm Sanders  
Tutoring Lab Coordinator  
Room A-216

This form, and the three that follow are used by the Tutoring Lab, and are discussed on pages V-7 and V-8.

# FILM REQUEST FORM

DR. FACIO

COLLECTED BY

APPROVAL OF DEPARTMENT HEAD

T. NO.

TITLE

## CHOICE OF DATES

202

2nd

DO NOT  
SEND AFTER

DO NOT USE  
THIS COLUMN

FILM REQUEST FORM

To be submitted to Jane Bradley, A-202. Discussed  
on p. V-4.

1975

Author, Title and Number

(Please indicate the page numbers in the left hand margin the number of copies needed for each year you list.)

1975

Author

Title

Year of Report

1975

Date of Journal (include date of vol. and cover pages)

Author of Article

Brief title

Kind of reference

## RESERVE REQUESTS

For requesting that the library place certain books on reserve for student use. For information on reserve policy see the section on the library in the "Services" section, p.V-1.

## APPLICATION FOR COURSE OFFERED AS INDEPENDENT STUDY

1. To be completed prior to registration and returned to the Office of Records and Admissions.
2. Due to the common practice of allowing Independent Studies during periods that do not conform to the academic calendar, it will be necessary that this completed form be returned to the Office of Records and Admissions prior to beginning of work.

Student's Name \_\_\_\_\_

Social Security No. \_\_\_\_\_ Semester \_\_\_\_\_ 19\_\_

Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_

Course Description: (To be completed by instructor under whom work is to be done.)

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner.

\_\_\_\_\_  
Advisor\_\_\_\_\_  
Student's signature\_\_\_\_\_  
Date\_\_\_\_\_  
Division Chairperson\_\_\_\_\_  
Instructor's signature\_\_\_\_\_  
Date

Student is to present his copy when registering for the course.

cc: Instructor  
 Advisor  
 Records and Admissions  
 Student

\_\_\_\_\_  
FOR RECORDS USE ONLY:

( ) Approved

( ) Disapproved

\_\_\_\_\_  
Signature

APPLICATION FOR INDEPENDENT STUDY

Discussed on page IV-2

Discussed on page IV-2



UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

REQUEST FOR ADDITION OF NEW COURSE

Semester: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course No.: \_\_\_\_\_ Course Credit: \_\_\_\_\_

Prerequisite: \_\_\_\_\_ Co-prerequisite: \_\_\_\_\_

Estimated enrollment: \_\_\_\_\_ Instructor (proposed): \_\_\_\_\_

Course Description:  
(USC-S Catalogue)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Justification:  
\_\_\_\_\_  
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\_\_\_\_\_

Instructor  
Qualifications:  
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\_\_\_\_\_

Any equipment/  
Facilities  
Required:  
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\_\_\_\_\_  
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\_\_\_\_\_

Library  
Resources:  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Division of \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman, Academic Affairs Committee

REQUEST FOR ADDITION OF NEW COURSE

Discussed on page IV-7.

# ADVISORS SUMMARY SHEET

Advisors Names

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 (Last) (First) (Middle)

High School Rank: Top Quarter 2nd Quarter 3rd Quarter 4th Quarter

Verbal SAT \_\_\_\_\_ Math SAT \_\_\_\_\_

ENGLISH PLACEMENT: ENGL 100 ENGL 101 ENGL 102

READING PLACEMENT: NEEDS CSTD 121 CSTD 122 DOES NOT NEED

High School Math Courses:

Algebra I \_\_\_\_\_  
 Trigonometry \_\_\_\_\_

Algebra II \_\_\_\_\_  
 Calculus \_\_\_\_\_

Geometry \_\_\_\_\_  
 Other \_\_\_\_\_

COMMENTS:

ADVISORS SUMMARY SHEET

Discussed on page IV-6

UNIVERSITY OF SOUTH CAROLINA  
AT SPARTANBURG

Textbook Procurement Form

1. Course Number and Title \_\_\_\_\_  
Copies \_\_\_\_\_

Text and course material required for this course:

Text Title \_\_\_\_\_

Author \_\_\_\_\_

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

Will text be reused? Yes No When? \_\_\_\_\_

2. Text Title \_\_\_\_\_  
Copies \_\_\_\_\_

Author \_\_\_\_\_

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

Will text be reused? Yes No When? \_\_\_\_\_

3. Text Title \_\_\_\_\_  
Copies \_\_\_\_\_

Author \_\_\_\_\_

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

Will text be reused? Yes No When? \_\_\_\_\_

Signature of Faculty Member \_\_\_\_\_

Signature of Division Coordinator \_\_\_\_\_

Semester 19 \_\_\_\_\_

Please submit separate form for each course.

3-16-76

TEXTBOOK PROCUREMENT FORM

Textbook orders are submitted to the bookstore  
on this form.

These forms are normally available from Division Secretaries.

Additional information is on the back of some forms.





# MISCELLANEOUS



## OFF-CAMPUS TELEPHONE CALLS

To dial a number in the Spartanburg area, dial 9 and then the number.

For all other off-campus telephone calls it is necessary to first call the USCS switchboard by dialing "operator". For calls to the Greenville area, one requests the "Greenville line"; for all other calls, one requests the "Columbia line". If there is a waiting list, the requestor will be called when his turn comes, and he will then be notified that the line he requested is available. He then hangs up the telephone, and when it rings again, it should be the line he requested. The following procedures then apply:

Greenville line: dial the appropriate number

Columbia line:

On the Columbia campus....  
dial the extension (four digits)

Regional or Branch Campus of USC....  
dial the extension (four digits)

In Columbia - off campus....  
dial 9 and then the number

In State (not in Columbia, Greenville or Spartanburg)....  
dial 9 - 1 - number

Out of State....  
dial 9 - 1 - Area code - number

Long distance information....  
dial 1 - Area code - 555-1212



Advisement, academic assigning advisors, supplying materials, keeping records	Tom Davis	Ext. 228, 229
Athletics	Paul Mack	Ext. 301, 313
Audiovisuals	Becky Patterson	Ext. 264
ordering films	Jane Bradley	Ext. 204
reserving equipment		
Administration building	Jane Bradley	Ext. 204
Hodge Center	Becky Patterson	Ext. 264
Rodeway	Elaine Gilmore	Ext. 280, 281
Benefits	Ruth Shiplett	Ext. 230
Calendar, Master	Student Affairs	Ext. 223, 229
Counseling, students		
all kinds	Tony Pappas	Ext. 232, 233
academic & personal	Carol Smith	Ext. 312
academic & personal	Earl Gordon	Ext. 232, 233
career	Arthur George	Ext. 232, 233
Credit Union	Ruth Shiplett	Ext. 230
Emergency, accident or injury	Student Affairs	Ext. 228, 229
Faculty Development	Lou Hunley	Ext. 280
aid on conferences, workshops, consultants; assistance with course specifications or other planning; assistance with curriculum analysis and planning		
Financial Aid, students	Al Gray	Ext. 226, 227
General Studies 121-122, placement of students in	Jane Davisson Sally Muench	Ext. 260 Ext. 245
Grants	Lou Hunley	Ext. 260
Jobs: part time, full time	Arthur George	Ext. 232, 233
Library		
reference questions	Valerie Burnie	Ext. 210, 211
interlibrary loan	Valerie Burnie	Ext. 210, 211
reserve material	Gwen Gaither	Ext. 210, 211
Choice cards	Valerie Burnie	Ext. 210, 211
Submitting approved orders	Anne Bailey	Ext. 210, 211
Arrival of orders	Anne Bailey	Ext. 210, 211
State of division budget	Anne Bailey	Ext. 210, 211
Other budget questions	Bob Perrin	Ext. 210, 211
Library policy	Bob Perrin	Ext. 210, 211

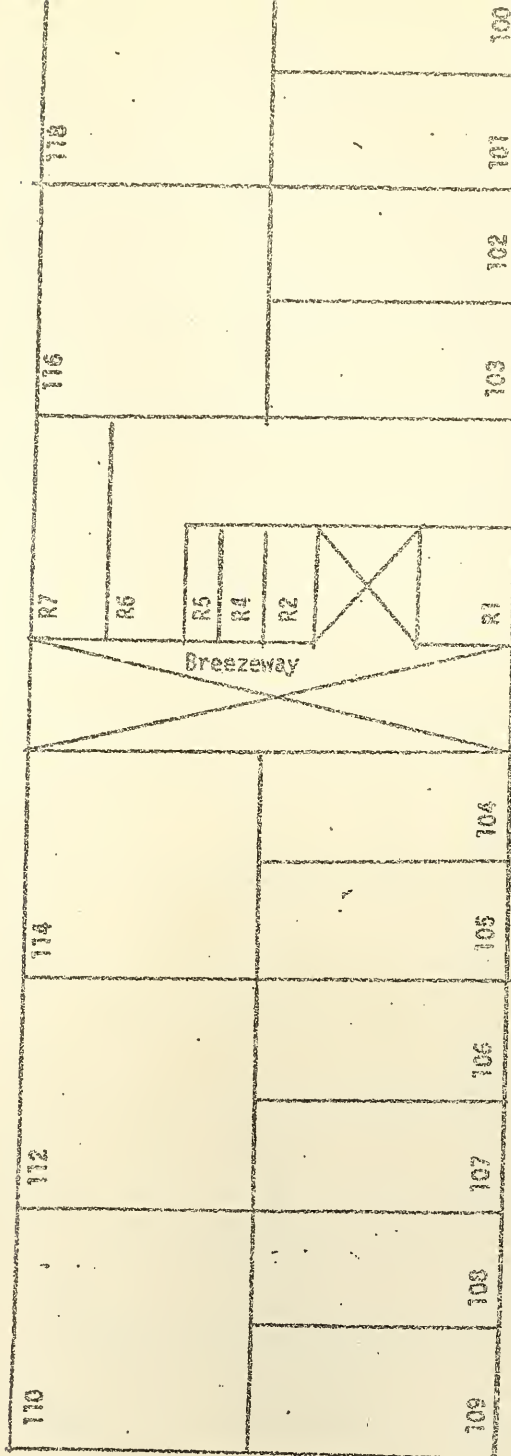


Library instruction for class	V. Burnie, Stan Horton, E. Perrin	Ext. 210,211
Lost and Found	Student Affairs	Ext. 220,220
Notorizing papers	Ruth Shiplett	Ext. 230
Nurse	Kathy Norman (or Student Affairs)	Ext. 252 Ext. 220,220
Orientation for new students	Tom Davis Carol Smith	Ext. 220,220 Ext. 312
Parking (faculty and student) stickers and policy enforcement, tickets	Student Affairs	Ext. 220,220
Pay checks: incorrect, delayed, withholding, dates of, etc.	Ruth Shiplett	Ext. 230
Personnel records	Ruth Shiplett	Ext. 230
Purchasing	Division Chairperson	
Records, student academic	Frances Hackett	Ext. 222
Rooms regarding classes	Eric Jolly	Ext. 220,221
reserving for meetings, etc. (except Conference Rm.)	Peggy Rowe	Ext. 220,220
reserving Conference Room	Gail Dickerson	Ext. 200,201
Students organizations & activities	Tom Davis	Ext. 220,220
address, phone, schedule	Peggy Rowe	Ext. 220,220
academic records	Frances Hackett	Ext. 222
Supplies	Division secretary	
Testing: professional, personal, vocational. SAT applications	Carol Smith	Ext. 312
Traveling Road Shows	Tony Pappas	Ext. 232,233
Tutoring Lab	Malcolm Sanders Jane Davisson	Ext. 260 Ext. 260
Veterans	Al Gray	Ext. 226,227





Kodaway  
(East Campus)  
First Floor



(East Campus) Rodeway

33-4  
A. 11. 11. 11

1997



8/76

Rodeway

(East Campus)

Second Floor

212	213	214	215	216	217	Breezeway				R8	218	219	220	221 & 222	201
211	210	209	208	207	206					R9 R10 R12 Lounge R13	205	204	203	202	201

VII-5

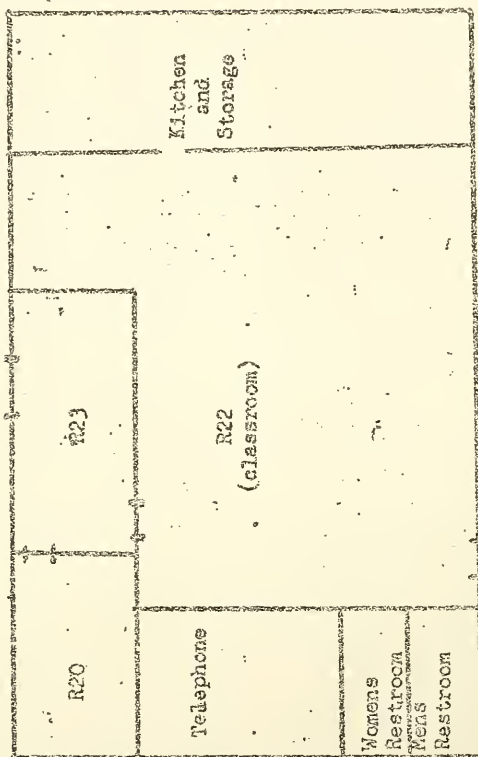
Highway I-85



8/76

VII-6

Highway I-05 (East Campus)

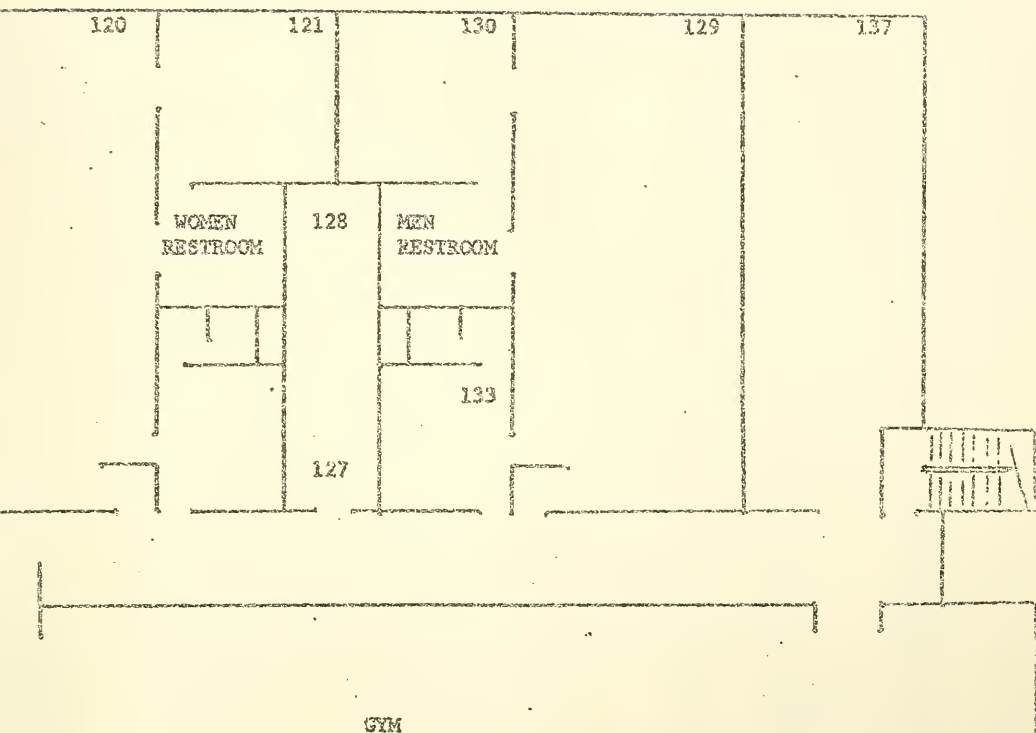


Rodeway

(old 'Foxy Lady')



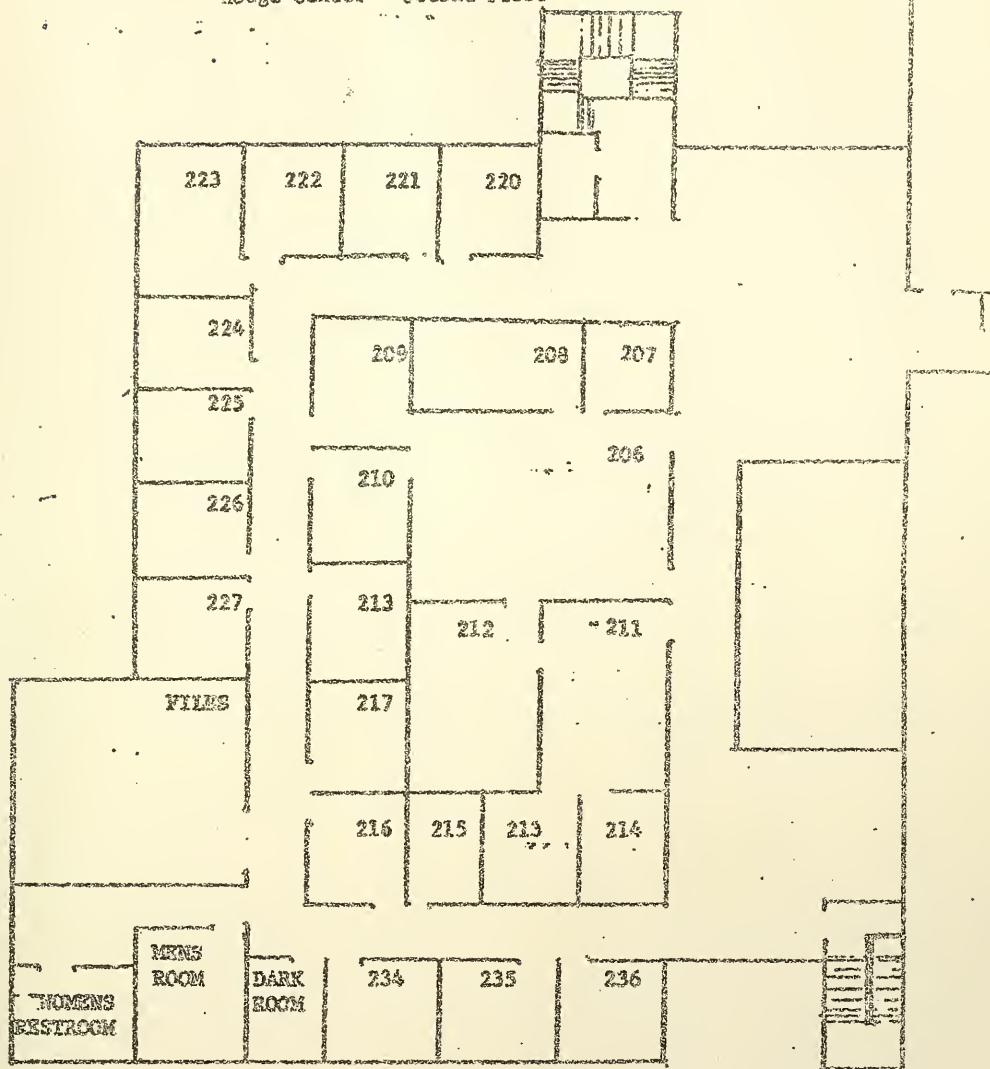
## Hodge Center - Ground Floor





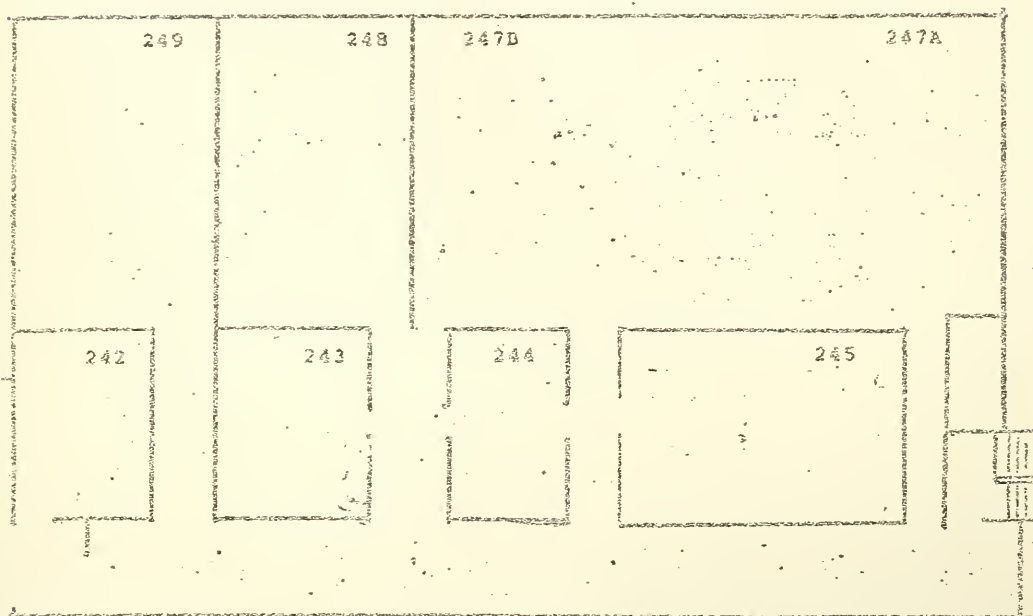


## Hodge Center - Second Floor

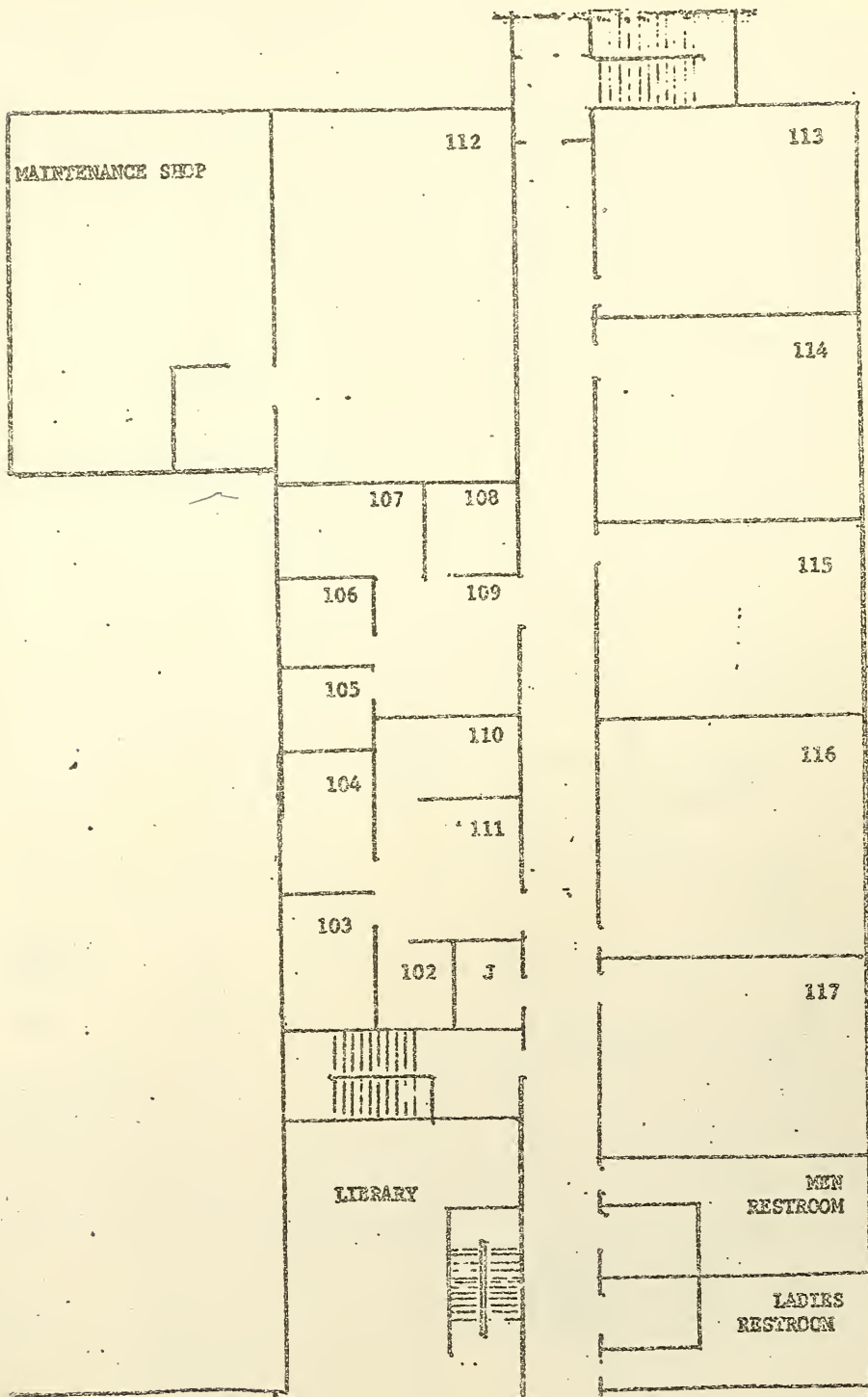




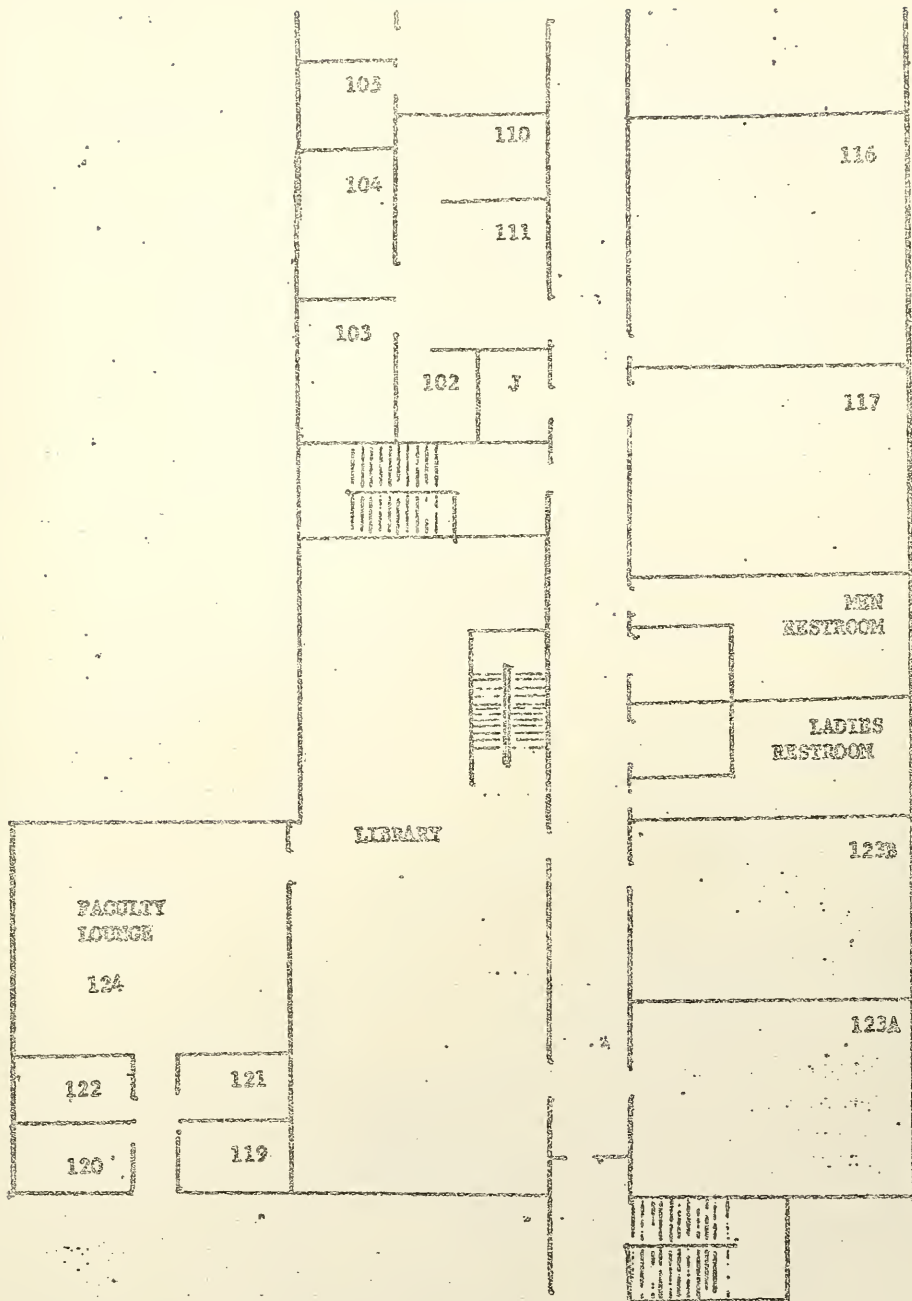
Hodge Center - Second Floor  
Nursing Center





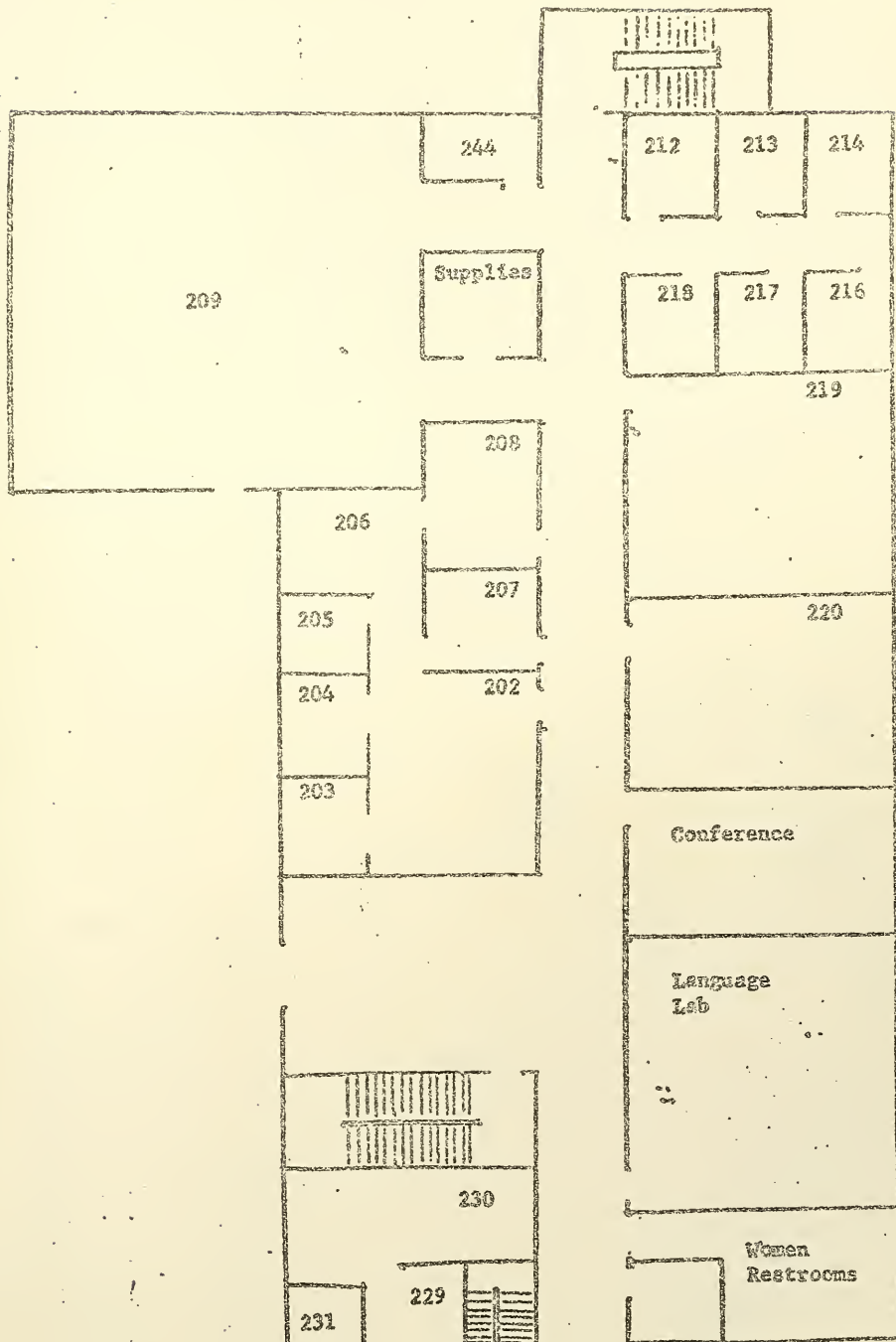




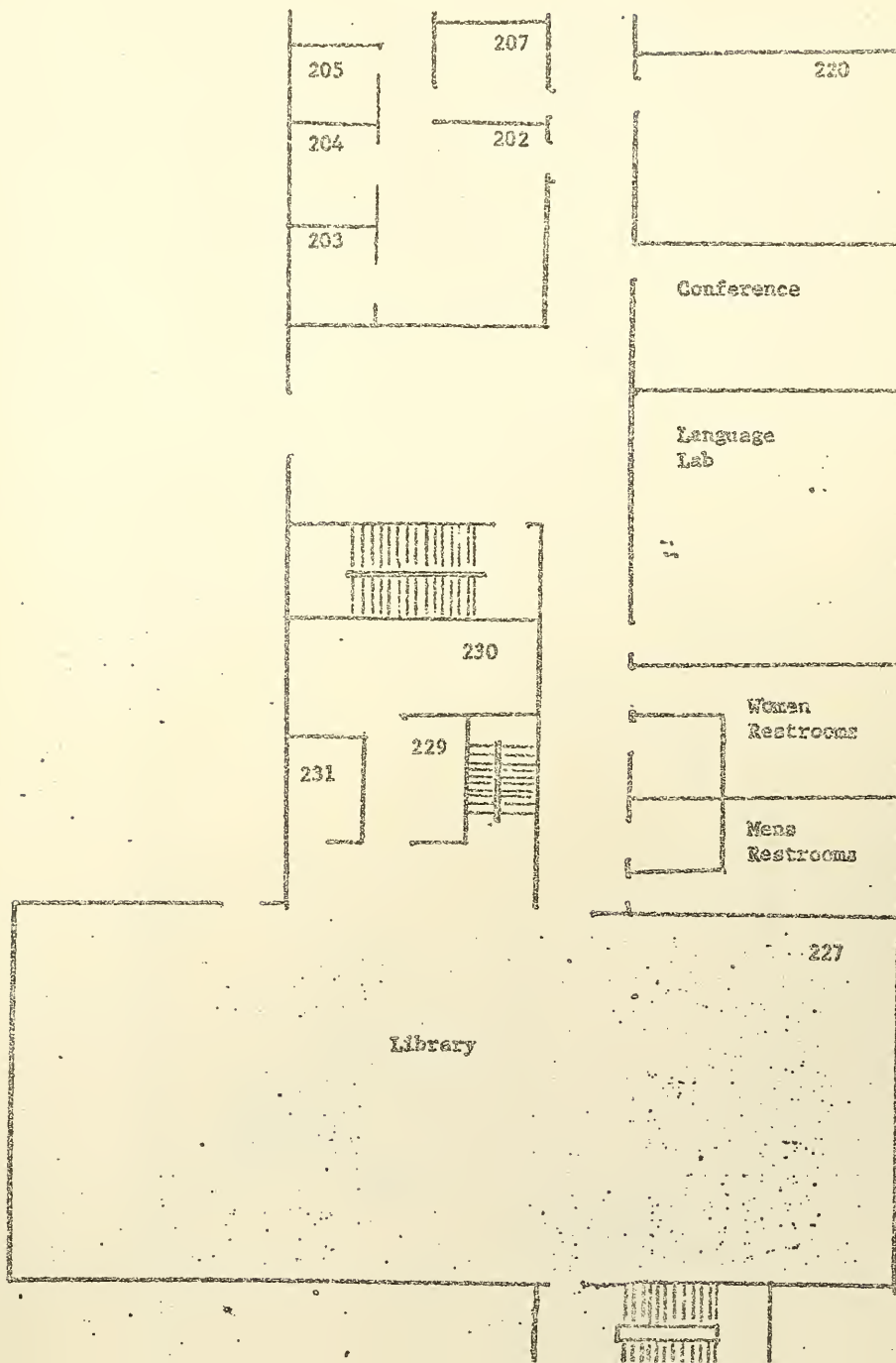
Administration Building  
Ground Floor - 2



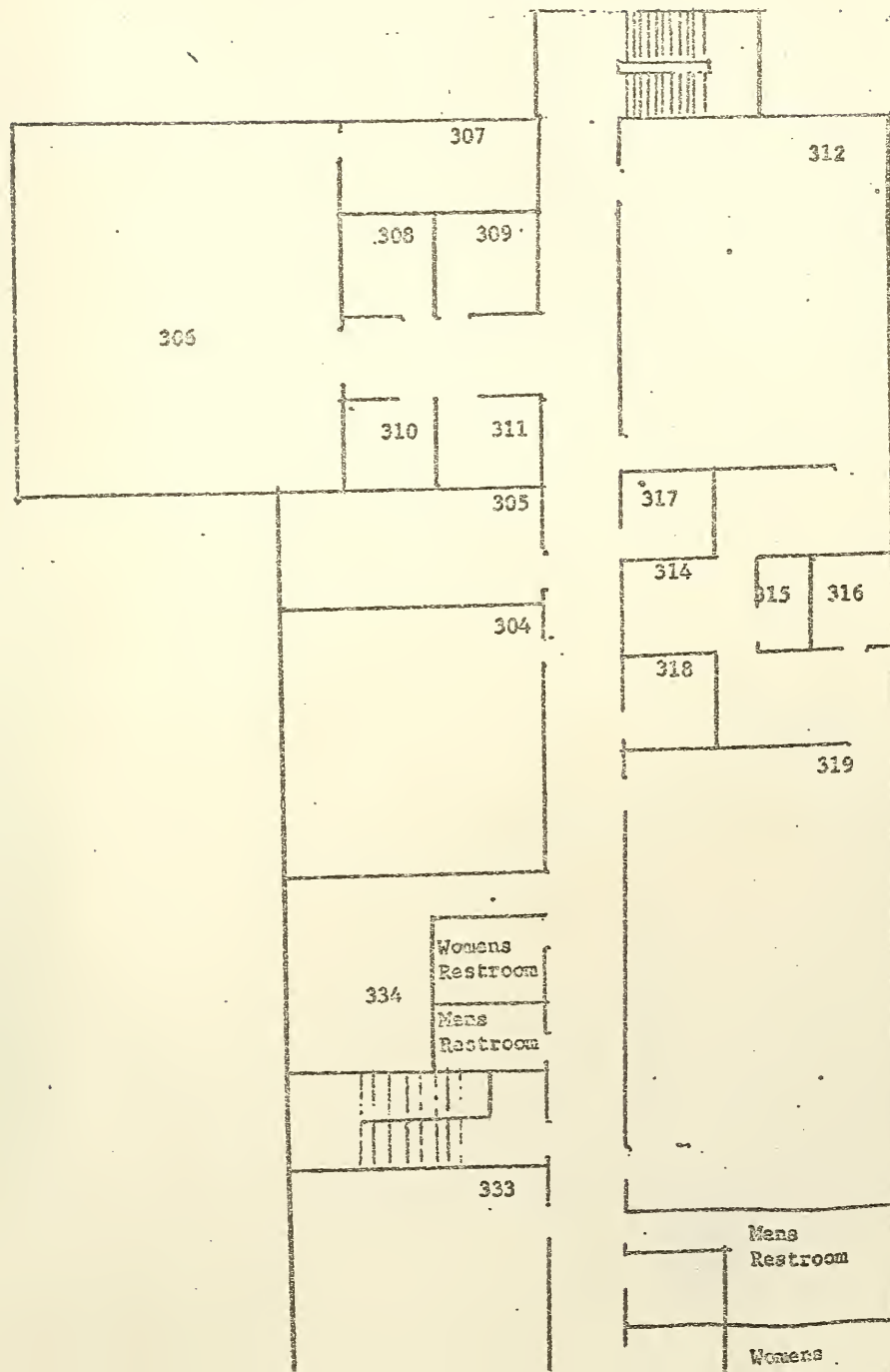


Administration Building  
Second Floor - 1

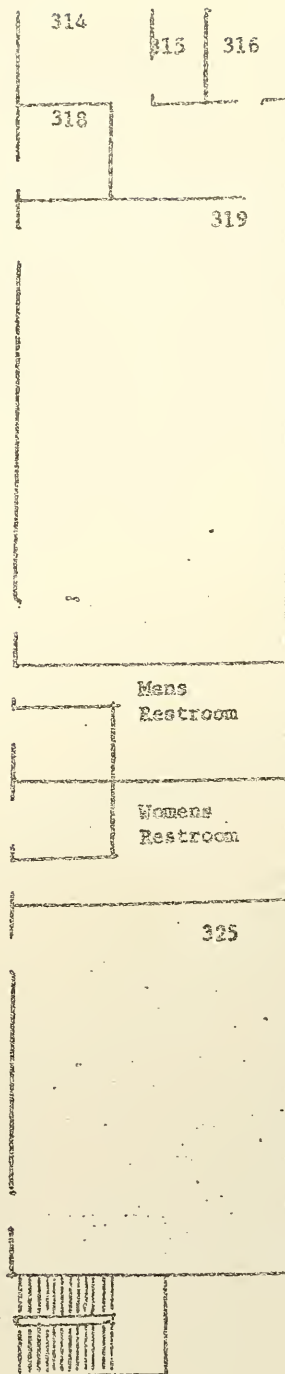
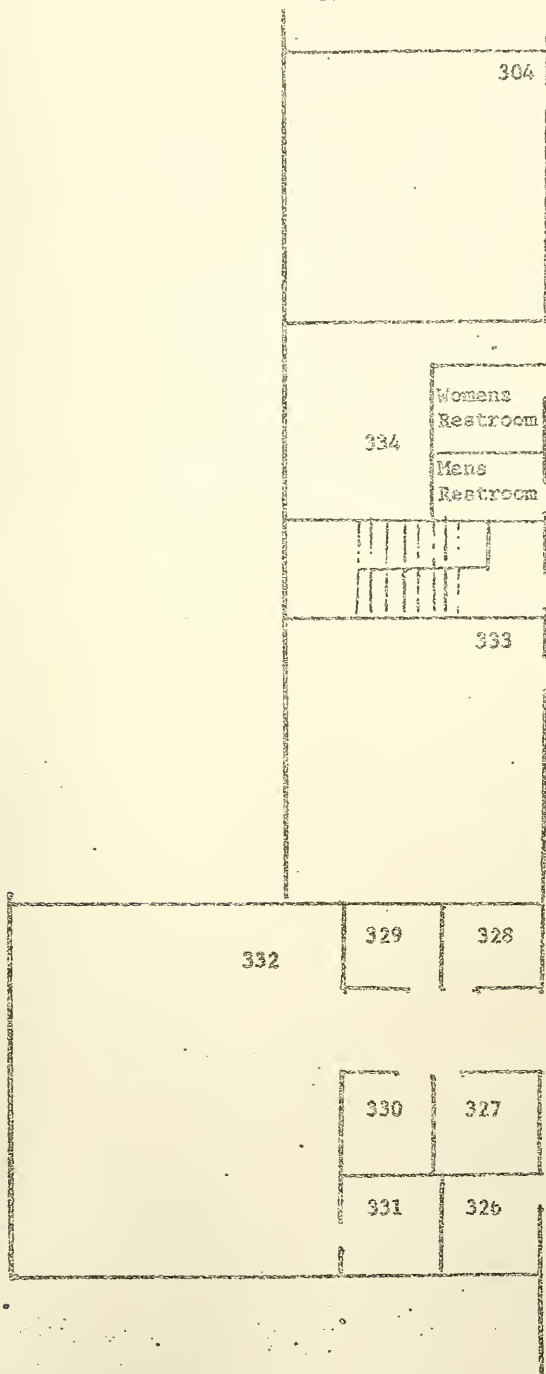


Administration Building  
Second Floor - 2



Administration Building  
Third Floor - 1



Administration Building  
Third Floor - 2









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